

GREENE COUNTY SCHOOLS

JOB TITLE: ASSISTANT DIRECTOR OF ACADEMICS AND HUMAN RESOURCES

The job goal of this position is to provide leadership and technical support to academic supervisors in designing and implementing excellent instructional programs and to plan, direct and administer human resource functions related to the academic program.

- QUALIFICATIONS:**
1. Minimum of Master's Degree in Educational Administration/Supervision or comparable degree
 2. Possess Tennessee license Administration/Supervision
 3. Minimum 8-10 years of experience in education preferred
 4. Evidence of previous leadership activities
 5. Posses knowledge of the evidence- based pedagogy and research on effective teaching strategies and trends in education
 6. Knowledge of employment procedures, state and federal rules and regulations and state licensure requirements

REPORTS TO: Director of Schools

SUPERVISES: Curriculum and Instructional Supervisors, Federal Programs Supervisor, Special Education Supervisor, Payroll and Benefits personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this position; however, the duties and responsibilities listed are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned by the Director of Schools.

Academics

1. Oversees the evaluation program for personnel and provides technical assistance to administrators and supervisors in teacher improvement
2. Provides leadership and assistance to the Central Office Team in implementation and evaluation of board goals and district wide initiatives
3. Works with Central Office Leadership Team and school administrators to plan professional development opportunities based on individual growth plans for teacher and system level needs based on assessment data
4. Coordinates recognitions programs for staff including but not limited to the Teacher of the Year program, personnel appreciation and other events
5. Develops and administers special projects as assigned by the Director of Schools
6. Plans and implements new teacher orientation activities
7. Prepares and monitors budgets in assigned areas
8. Stays abreast of current research and effective teaching and learning strategies and disseminates information to staff
9. Represents the school district at functions as assigned by the Director of Schools
10. Works with supervisors in all departments to maximum efficient and equitable delivery of services and resources to teachers and students in the system
11. Directs the work of Central Office Supervisors and evaluates Central Office Supervisors

Human Resources

1. Maintains current information regarding human resources, policies and procedures, informs staff and provides a certified employees with an on- line handbook
2. Administers and monitors compliance with all applicable systems, local, state and federal laws and policies to include such areas as Fair Labor Standards, Family and Medical Leave, Equal Opportunity Employment, Workers Compensation, harassment, maternity leave and other leave policies
3. Represents the school system at personnel-related hearings and investigations and conducts investigations as needed
4. Initiates and recommends revisions to existing personnel policies and/or procedures and assumes responsibility for administrating personnel policies and procedures
5. Coordinates and administers all aspects of recruiting and hiring of school system personnel in compliance with state and federal laws
6. Works with staff to monitor and implement local, state and federal requirements concerning personnel -related data
7. Administers the hiring process to include verification of license/endorsement and highly qualified status as applicable, background checks, determination of compensation and benefits, pre-employment physicals and work start date

8. Identifies staff vacancies and oversees recruitment, job postings, job descriptions, applications, interview process and position recommendations
9. Provides current and prospective employees with employment information and opportunities in the school district
10. Serves as a link between administration and employees by handling assisting in resolving work-related issues
11. Provides a monthly update for certified personnel to the Greene County Board of Education
12. Administers procedures related to employee exit
13. Informs personnel concerning procedures to obtain or update teaching license
14. Works with staff to ensure up-to-date database of certified/licensed employee information, including hire date, degrees, experience, license, and applicable data, is maintained
15. Oversees substitutes teachers and the placement of student teachers

EMPLOYMENT: 240 Days

DEPARTMENT: Certified, Professional, Non -Instructional

PAY GRADE: State and Local Salary Scale

PHYSICAL DEMANDS: This job requires the employee be physically able to operate a variety of office machines and computer equipment and be able to move and carry materials and objects. At times there may be a need to exert up to twenty pounds of force occasionally, and /or up to ten pounds of force frequently. The physical demand requirements are at levels of those for Moderately Active work.

TEMPERAMENT (PERSONAL TRAITS): This position requires the ability to deal with a variety of people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions. The employee must be adaptable to performing under stress when confronted with an unusual or an emergency situation.

INTERPERSONAL COMMUNICATION AND LANGUAGE ABILITY

1. Ability to communicate in writing, including e-mail, letters, memos, handbooks, and policies
2. Ability to communicate verbally, including presentations, telephone, person to person
3. Ability to listen and analyze information to negotiate solutions to problems/ conflicts
4. Ability to convey information and ideas to others
5. Ability to monitor and assess information for decision making or corrective action
6. Ability to coach/mentor to help other improve skills or knowledge
7. Efficient in time management, organization and planning, and meeting strict deadlines
8. Ability to motivate and guide the work of a group or a team to accomplish goals

Capacity and Ability Requirements:

1. Ability to learn quickly and adapt to new information
2. Ability to synthesize information and interpret data
3. Skilled in deductive (apply general rules to solve problems) and inductive reasoning (combine pieces of information and other relationships to reach conclusion)
4. Ability to maintain focus of goals
5. Ability to multi-task
6. Ability to pay attention to details

ATTENDANCE: Regular and dependable attendance is an essential requirement of the position.

EVALUATION: Performance in this job will be evaluated by the Director of Schools according to performance objectives determined at the beginning of the year

WORK ENVIRONMENT: The working environment will most often be indoors in a normal office that is environmentally controlled. At times the work area could be at any school location in the district.

APPROVED BY _____ **DATE** _____

REVIEWED AND AGREED TO BY _____ **DATE** _____

(Employee)

The Greene County School System is an Equal Opportunity Employer. In Compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures above indicate the receipt and review of this job description by the job applicant or the employee assigned to the job and the immediate supervisor.

