Oak Grove School District

JOB TITLE: Director of Personnel

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist in the planning, organization, coordination, and supervision of policies and procedures for certificated and classified personnel in the District. Employees in this classification receive indirect supervision from an Assistant Superintendent within a broad framework of policies and objectives. Employees in this job class may direct, coordinate, supervise, and evaluate the work of others. This job class is responsible for directing and coordinating personnel programs and activities for all certificated and classified personnel in the District. This job class functions as a member of the District Management Team and participates in the formulation and implementation of District policies.

TYPICAL DUTIES

Plans, directs, and coordinates the District’s program of recruitment, selection, orientation, assignment and termination or retirement for certificated and classified employees

Oversees the establishment and maintenance of essential personnel records for designated employees; establishes and maintains an effective and current classification system

Directs the processing of all employee requests including requests for transfer, leave of absence, sick leave, leave for professional growth, promotion, settlement of grievances, and termination or retirement from service; coordinates District action in cases of employee dismissal

Administers the program for providing substitute workers for all employees

Coordinates the District’s personnel evaluation program for both certificated and classified employees

Assists in the development and implementation of District personnel policies; interprets district policies and administrative regulations regarding personnel procedures

Administers the District’s salary program; gathers salary data, compiles figures, prepares and analyzes results, and applies salary information to District needs and situation

Assists in determining staffing needs and ratios; administers the District program for staff allocation

Serves as a source of information regarding personnel practice and procedures to managers, principals, schools and other staff members
Confers, consults, and coordinates with the appropriate source regarding the compliance of District personnel policy with federal, state, district laws, regulations, and contracts. Coordinates the student teacher program and the intern program.

Monitors the placement of all certificated employees to insure compliance with state credentialing regulations.

 Prepares reports as requested by the Assistant Superintendent for authorized personnel.

Promotes and assures appropriate communication within the department and with other District personnel.

Attends and participates in meetings as requested by authorized personnel.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

Knowledge of federal, state, and district laws, regulations, and guidelines regarding personnel functions.

Knowledge of personnel functions, methods and procedures including recruitment, selection, placement, classification, and termination and evaluation procedures.

Knowledge of proper management and supervisory techniques and procedures.

Knowledge of program planning, development, and evaluation methods, techniques and practices.

Skill to interpret, apply, and enforce federal, state, and district laws, regulations, and guidelines.

Skill to maintain, analyze, and interpret data and prepare necessary reports.

Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives.

Skill to coordinate, direct, supervise and evaluate the work of others.

Skill to communicate effectively in both written and oral forms.

Skill to develop a variety of forms and information gathering instruments to maintain a proper documentation system for personnel administration.

Skill to motivate others in the common accomplishment of stated goals and objectives.

Skill to establish and maintain effective work relations with those contacted in the performance of required duties.
Confers, consults, and coordinates with the appropriate source regarding the compliance of District personnel policy with federal, state, district laws, regulations, and contracts
Coordinates the student teacher program and the intern program

Monitors the placement of all certificated employees to insure compliance with state credentialing regulations

Prepares reports as requested by the Assistant Superintendent for authorized personnel

Promotes and assures appropriate communication within the department and with other District personnel

Attends and participates in meetings as requested by authorized personnel

Performs related duties as required

MINIMUM QUALIFICATIONS

Knowledge of federal, state, and district laws, regulations, and guidelines regarding personnel functions

Knowledge of personnel functions, methods and procedures including recruitment, selection, placement, classification, and termination and evaluation procedures

Knowledge of proper management and supervisory techniques and procedures

Knowledge of program planning, development, and evaluation methods, techniques and practices

Skill to interpret, apply, and enforce federal, state, and district laws, regulations, and guidelines

Skill to maintain, analyze, and interpret data and prepare necessary reports

Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives

Skill to coordinate, direct, supervise and evaluate the work of others

Skill to communicate effectively in both written and oral forms

Skill to develop a variety of forms and information gathering instruments to maintain a proper documentation system for personnel administration

Skill to motivate others in the common accomplishment of stated goals and objectives

Skill to establish and maintain effective work relations with those contacted in the performance of required duties