

DIRECTOR OF PERSONNEL SERVICES

QUALIFICATIONS

The applicant shall possess the certification required by the applicable rules and regulations of the Louisiana State Department of Education and/or the Louisiana Board of Elementary and Secondary Education at the time that the applicant begins to hold the position.

REPORTS TO: Superintendent

EVALUATOR: Superintendent

SUPERVISES: Personnel staff and other appropriate staff as assigned by superintendent.

JOB GOAL: To plan, coordinate, and supervise the operation of the personnel services office in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual child.

PERFORMANCE RESPONSIBILITIES:

1. Plans and directs a program for selection and assignment of the best qualified teachers and personnel.
2. Organizes interviews of applicants, checks references, and makes recommendations to the superintendent for all personnel.
3. Coordinates and recommends with appropriate administrators all assignments, transfers, dismissals, and promotions.
4. Certifies classifications and salaries to the business department.
5. Maintains adequate records of personnel.
6. Administers provisions of the Education Code as they apply to personnel, practice teacher agreements between the district and participating colleges and universities, and sabbatical leave and leave of absence policies.
7. Organizes a corp of substitute teachers and assigns them to schools as needed.
8. Reports periodically to the superintendent the problems, conditions, and needs of the personnel services office.
9. Supervises and evaluates all staff of the personnel services office.
10. Prepares and distributes recruiting materials in cooperation with professional staff members concerned.
11. Confers with principals to determine needs for teachers of various classifications.
12. Cooperates with college and university schools of education and with career guidance offices regarding applicants.
13. Attends regular meetings of the superintendent's staff and serves actively to improve communication, cooperation, and planning.
14. Provides necessary research for successful wage and salary administration.
15. Counsels and advises applicants and probationary and permanent personnel.
16. Provides necessary processing for issuance and renewal of state credentials.
17. Makes timely announcements of dates to be observed by applicants and employees to comply with state and district requirements.
18. Plans, develops, and revises personnel management policies in accordance with state legislation for submission to the Board for adoption, and maintains personnel policy handbooks.
19. Responds to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the district's personnel program, and to requests of district personnel information on matters not clearly covered by regulation, policy, or legislation.
20. Assumes administrative responsibility for routine duties of the personnel services office, including approving absence certificates for appropriate members of the staff; approving mileage and expense claims of staff; providing necessary equipment and supplies for the personnel office; and providing for adequate inventories of property under his jurisdiction.
21. Supports the superintendent in his overall administrative efforts; interprets his ideas and decisions to staff and public; keeps him informed of pertinent office developments and events; and seeks his counsel or decision as necessary.
22. Engages in actively advocating, promoting, and securing the rights of all persons, with particular reference to the educational enterprise of which he is a part.
23. Responds to inquires related to employment from the department of labor of state and federal agencies.
24. Prepares a professional growth plan and submits a self-evaluation report for the evaluation period.

EVALUATION:

Performance in this position will be evaluated in accordance with Board Policy.

REVIEWED AND AGREED TO: _____

Employee's Signature

DATE: _____

RECEIVED BY: _____

Signature and Title

DATE: _____