

**Richland Parish School Board
Job Description**

TITLE: Director of Personnel

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Endorsement as Parish or City Supervisor of Instruction or Educational Leader 2 certification; minimum of 5 years successful teaching experience in PreK-12 education, such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

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

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

TERMS OF EMPLOYMENT: 12 Month

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Recruit and retain highly qualified and certified staff for the district.
2. Supervise and implement a planned evaluation procedure for all personnel. Update and distribute current evaluation instruments and job descriptions annually.
3. Oversee Intensive Assistance Plans for applicable teachers.
4. Assist principals with all staffing needs.
5. Organize interviews of applicants and coordinate all hiring recommendations from principals, ensure certification or path to certification prior to submitting to the Superintendent for approval.
6. Certifies classifications and salaries to the business department.
7. Coordinate annual personnel evaluation processes with district leaders.
 - a. Maintain annual evaluation schedule;
 - b. Maintain CIS and LEADS systems(e.g., user access, staff assignments, user access, evaluation types) annually and as needed;
 - c. Ensure evaluation data is reported annually to LDOE on time and accurately;
 - d. Track and ensure staff evaluation completion annually; and
 - e. Create and maintain evaluation forms as needed.
8. Cooperates with college and university schools of education regarding residents and applicants.
9. Post advertisements for vacant positions.
10. Coordinate the yearly local job fair.

11. Oversee the completion of and present staffing report for monthly board meetings.
12. Be knowledgeable of and adhere to certification laws and policies and guidelines.
13. Review employees certifications and initiate renewals as needed.
14. Process, submit and follow up on all certification applications, including Teaching Authorizations for substitute teachers.
15. Support applicants with application/form submission by phone, email and in-person as needed.
16. Answer all questions/concerns related to the personnel office calls and take messages as needed.
17. Assist, track and follow-up on employee extended sick leave, maternity leave, etc.
18. Process resignation letters, teacher exit surveys and Separation Notices and letters of continued employment and other employee related documents.
19. Assist auditors with requests for personnel information as needed.
20. Support verification of employment and other related requests for current and former employees.
21. Oversee dissemination and collection of annual *letters of intent and continued employment letters*.
22. Maintain current lists for certified applicants, staffing, attrition, and new hires.
23. Ensure the maintenance and confidentiality of personnel files for all certified employees.
24. Serve on the district leadership team.
25. Serve as evaluator for assigned staff.
26. Approve applications for active files from all staff.
27. Ensure separation notices submitted for all employees who leave the district.
28. Supports the superintendent in his overall administration efforts; interprets his or her ideas and decisions to staff and public; keeps him or her informed of pertinent office developments and events; and seeks his counsel or decision as necessary.
29. 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.
30. Responds to inquiries related to employment from the department of labor of state and federal agencies.
31. Share the responsibility of correcting or assisting with any problems encountered by the Richland School System.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and training(s) by required dates and in

accordance with district policies and procedures.

11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
18. Direct, coordinate, and/or supervise all personnel for whom you are responsible.
19. Provide staff development as needed or required.
20. Inform pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.
21. Act as technical advisor and resource person to assist others in area(s) of responsibility.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____