



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Executive Director of Human Resources

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Chief Financial, Business & Operations Officer

**DATE REVISED:** 10-17

### **PRIMARY PURPOSE:**

The primary purpose of the Executive Director of Human Resources is to facilitate the efficient operation of the personnel office.

### **QUALIFICATIONS:**

- Bachelor's Degree: Master's degree preferred
- Mid-management or similar certification
- Strong communication skills

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Compiles and reports data for records and reports as needed for PEIMS, payroll/personnel surveys, appraisal scores, contract renewals and non-renewals, etc. Solicits review of personnel data for accuracy.
2. Uses management practices that promote collegiality, teamwork, and collaborative decision making among the department.
3. Ensures that the employee handbook and salary supplement booklet is created, updated annually, and distributed, with input and approval of district administration.
4. Supervises the maintenance of active/inactive personnel permanent records.
5. Coordinates inactive record requests and maintains documentation of releases.

6. Assists with the district application and recruitment program and ensures that the district is represented in a positive and professional manner. Assists in screening potential candidates for selection.
7. Works cooperatively with principals and staff to select personnel for instructional assignments.
8. Assists with the orientation training and mentoring programs for new employees and substitute teachers.
9. Administers the administrator, paraprofessional and auxiliary department job descriptions/evaluations program and ensures it is implemented effectively and uniformly.
10. Represents the District at local educational job fairs and other appropriate personnel informational events.
11. Maintains confidentiality of personnel/payroll records.
12. Undertakes other job-related duties as assigned by the Assistant Superintendent.
13. Prepares and maintains spreadsheets for faculty/staff certification and renewal deadlines to meet state (SBEC) and federal (NCLB) requirements.
14. Keeps informed of and complies with all state, district and federal policies and regulations concerning primary job function.
15. Compiles information and prepares contracts for teachers and administrators.
16. Prepares and distributes annual payroll notices for all personnel and notifies employees of any changes in their status, i.e., pay grade, daily rate, number of days, etc. in a timely manner.
17. Prepares, distributes and maintains substitute teacher roster.
18. Conducts background screening for employees, substitute teachers, and volunteers.
19. Prepares and distributes reasonable assurance letters for paraprofessionals and substitute teachers.
20. Assists with the necessary processing for issuance and renewal of state certificates and permits.
21. Assists with the preparation and revision of job descriptions and the classification of positions in the district compensation plan.
22. Enters data and maintains personnel/payroll information for new and resigning employees.
23. Correspondence, lists, reports, requisitions are accurate and prepared in a professional manner with the use of existing office machines and equipment.
24. Maintains the posting of service dates and state personal leave days on service records for certified and paraprofessional employees.
25. Takes initiative for advance planning for various projects, employee packets, job fairs, creatin and/or updating forms for payroll/personnel use, etc.

26. Assists employees in communicating with certification specialists at the university and the Education Service Center to develop certification plans.
27. Coordinates payroll/personnel/finance in establishing salary schedules for the budget process.
28. Posts vacancy notices, in-district and/or newspapers, as directed by the Assistant Superintendent.
29. Contacts applicants to be interviewed for various vacancies, prepares job interview questionnaires for committee members, sets up time schedules.
30. Demonstrates proficiency in the performance of duties requiring organizational skills that allows the personnel office to operate smoothly.
31. Assists in the maintenance of position control as it relates to personnel.
32. Displays cooperativeness in working with fellow staff members in performing assigned duties.
33. Exhibits punctuality and dependability in performing assigned duties.
34. Displays a high degree of proficiency in the operation of the following office machines: copier, calculator, and computer.
35. Orders and maintains supplies as needed.
36. Is courteous, friendly, and efficient in serving staff members and public.
37. Adheres to proper channels in communicating ideas, problems, etc.
38. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

**Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:**

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

**Environment:**

May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

**Mental Demands:**

Work with frequent interruptions, maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**