



Pickens County Schools

Job Descriptions

DIRECTOR OF HUMAN RESOURCES & TITLE IX COORDINATOR

Title/Position: Director of Human Resources

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days

Reports to: Chief Financial Officer

Qualifications:

1. Minimum Master's Degree
2. Three years successful classroom experience
3. Five years successful experience as a school level administrator
4. Ability to work effectively with all levels of employees

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Oversees the maintenance of a system for recruitment and hiring of personnel to fill staff needs of the school system.
- Oversees the maintenance of all applications for employment and maintain a file of eligible applicants for various job categories.
- Screens all applications and insure that applicants selected for interview meet certification, licensure, or local employment expectations/requirements.
- Assists the Principals in the recruitment and selection of teachers.
- In cooperation with the Assistant Superintendent and Principals, recommend to the Superintendent contract renewals, non-renewals, and dismissals.
- Plan and implementation of a system-wide program for the evaluation and appraisal of all certificated personnel.
- Maintain the TLSD platform, assist administration in the implementation of the TKES, LKES, and CPP programs, and monitor successful implementation.
- Assist system personnel in obtaining or renewing teaching certificates or professional license.
- Responsible for teacher recruitment.
- Responsible for all records of employees and maintain a system to store and retrieve employee data.
- Maintain employee and volunteer criminal background checks, and serve as liaison with the Georgia Bureau of Investigation for auditing purposes.
- Serve as liaison with contracting substitute provider agency.

- Oversee the process for issuing contracts for employees.
- Coordinate with principals and staff on completions of personnel action forms.
- Assist the Superintendent in preparation of personnel recommendations to the Board (Personnel Action Report)
- Plan, coordinate, and lead new teacher orientation.
- Maintain PLU records for teachers and paraprofessionals.
- Responsible for reporting employee misconduct to PSC.
- Shall develop and update system personnel handbook for all employee classifications.
- Shall be responsible for all matters concerning the administration of the school system's employee benefit programs.
- Receive letters of resignation and direct matters involving contract terminations.
- Administer contract and salary schedules for all employees and assists in the development and recommendation of salary policy and structure.
- Provide the Superintendent up to date information on personnel matters and assist in the development of personnel policies.
- Interpret existing personnel policies and regulations to system staff.
- Assist in personnel negotiations.
- Responsible for responding to complaints filed against the system or system employees, i.e., employee grievances, OCR investigations, EEOC complaints and Dept. of Labor inquiries.
- Coordinate all personnel hearings conducted under the authority of the BOE.
- Attend all BOE meetings and furnish information as requested.
- Shall counsel any employee who is referred by his superior and/or voluntarily requests a conference.
- Coordinate and complete the system's CPI requirements during the three CPI cycles.
- Coordinate Worker's Compensation program and maintain records related to Worker's Compensation Claims.
- Serve as District Title IX Coordinator and organize all district initiatives for Title IX compliance.
- Be a member of and attend state and national personnel organization meetings.
- Provide and/or obtain experience verifications for current and past employees.
- Oversees, monitors, evaluates, and collaborates with the Human Resources Generalist to ensure the effectiveness of the Department of Human Resources.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt