

JOB DESCRIPTION

POSITION TITLE:	Director of Human Resources and Staff Development
JOB GOAL:	Supervises and directs the personnel functions of the district. Develop, maintain and supervise an effective recruitment program for all district personnel.
REPORTS TO:	Superintendent
SUPERVISES:	Programs and personnel to be determined by the Superintendent
QUALIFICATIONS:	Master's degree or higher; minimum 3 years of successful leadership/administrative experience; must have Administrative/Teacher Leader/Supervision endorsement; must be an ALSDE certified teacher/administrator evaluator; minimum of 3 years teaching experience; and such alternatives to the above qualifications as the Board might find appropriate and acceptable.
SALARY:	To be determined commensurate with local salary schedule, credentials, and experience.

ESSENTIAL FUNCTIONS:

1. Direct and coordinate the personnel function of the district as it relates to all certified and classified employees.
2. Determine personnel needs, screen applicants and make recommendations for employment.
3. Ability to exercise objective professional judgment.
4. Authorize all final employee recommendations to the Superintendent for approval by the Board of Education.
5. Support the mission and vision of Selma City Schools.
6. Comply with all district policies, rules and regulations.

GENERAL RESPONSIBILITIES:

1. Oversees the operations of human resources for the district.
2. Direct and supervise the planning, recruitment, selection, induction and maintenance of personnel for the school system.

3. Designs and develops innovative and highly effective human resource programs and processes, including but not limited to, recruitment, selection, retention, and rewarding of Selma City Schools' employees.
4. Provides professional leadership in organizing, administering, supervising and evaluating the training for administrative staff on interviewing and selection procedures.
5. Maintains information on district staffing patterns, and staff compensation.
6. Oversees all processes related to the selection and on-boarding of employees including verification of certification, fingerprint/background checks and alternative certification requirements for all recommended candidates.
7. Assists administrators with personnel issues to ensure relevant policies, procedures and regulations are applied.
8. Conducts investigations as necessary when employee or patron complaints are brought forth.
9. Leads the development of job descriptions for new staff positions and coordinates the periodic review and revision of existing job descriptions.
10. Oversees the development, revision and publishing and district policies and policy manual.
11. Counsels with employee(s) referred by his/her supervisor and/or who voluntarily requests an appointment.
12. Assists with receiving, reviewing, and processing requests for transfers in accordance with Board policy.
13. Assists school principals and/or supervisor on all matters relating to personnel.
14. Oversees the research of a variety of resources (e.g., courses, materials, training consultants, etc.) for the purpose of developing and supporting human resource programs which meet staff training needs, including collaboration with universities, colleges, and other school systems.
15. Assists with selecting personnel and conducting performance appraisals on assigned employees and makes recommendations for appropriate employment action to ensure a standard of accountability is met as defined by the policies established by the Board of Education.
16. Provides and ensures employees' participation in professional developmental training opportunities as needed to perform their job duties.
17. Develops and implement the New Teacher Mentoring and Aspiring Leaders programs.
18. Conducts annual staffing review to determine district and local school needs.
19. Monitors teacher and staff turnover and makes recommendations for improvement.
20. Establishes routine recognitions and systemic approaches to improve overall district morale and employee work conditions.
21. Oversee management of the certified and classified substitute personnel process through third party vendors (e.g. Appleton).
22. Acts as a resource to administrators on current local, state and federal laws.
23. Adheres to federal, state, local and board rules and regulations.

24. Other duties as assigned by the Superintendent, which are consistent with the general requirements and qualifications of the position.

TERMS OF EMPLOYMENT: Twelve-month position in accordance with Board approved salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the State Department of Education and/or Selma City School's policy on evaluation of certified personnel.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Selma City Schools

Salary Schedule

Instructional Director

Human Resources, Learning Supports, Special Education, Federal Programs

Position Experience – 12 Months

	MASTER	6 YEAR	DOCTORAL
0	\$ 83,148.00	\$ 89,816.00	\$ 94,079.00
1-2	\$ 87,306.00	\$ 93,126.00	\$ 97,284.00
3-5	\$ 88,969.00	\$ 94,789.00	\$ 98,947.00
6-8	\$ 90,635.00	\$ 97,302.00	\$ 101,534.00
9	\$ 91,030.00	\$ 97,699.00	\$ 101,930.00
10-11	\$ 91,126.00	\$ 97,794.00	\$ 102,026.00
12	\$ 91,192.00	\$ 97,860.00	\$ 102,092.00
13-16	\$ 92,295.00	\$ 98,947.00	\$ 103,104.00
17-19	\$ 93,958.00	\$ 100,610.00	\$ 104,766.00
20-26	\$ 95,621.00	\$ 101,441.00	\$ 105,598.00
27+	\$ 95,621.00	\$ 102,273.00	\$ 107,261.00

The anniversary date of experience shall be used to determine the appropriate step for experience.

An employee is entitled to pay for an advanced degree in the monthly pay period that begins after the State Superintendent recognizes the advanced degree. If the contract period has ended, the increase in pay will become effective with the first pay period of the next contract. The advanced degree must be earned from a regionally accredited institution.