

EXECUTIVE DIRECTOR OF PERSONNEL

PAY GRADE:

CONTRACT: 230 Days

REPORTS TO: Associate Superintendent for Business and Personnel

POSITION SUMMARY: Provides administrative leadership for coordination of all district personnel policies and procedures, and provides a service department for all district personnel by maintaining and updating personnel files.

1. INSTRUCTIONAL MANAGEMENT

- Sustains knowledge of the district's curricula and instructional strategies and the methods in which areas of responsibility can support the instructional program.

2. SCHOOL/ORGANIZATIONAL CLIMATE

- Promotes teamwork and participatory decision-making among all district employees.
- Cooperatively develops long-range and short-range objectives and goals for the areas of responsibility.
- Recognizes individuals and programs for having achieved excellence and cost saving procedures and information.
- Provides for a comfortable and safe environment.
- Anticipates, manages, and resolves conflict fairly and effectively.

3. SCHOOL/ORGANIZATIONAL IMPROVEMENT

- Works and communicates with staff to develop a desired state of effectiveness and efficiency.
- Weighs risks involved in proposed program changes perceptively.
- Provides for systematic evaluation of the effectiveness of the areas of responsibility.
- Works with other personnel in projecting staffing needs, building and facility needs, capital equipment needs, and other items for district and individual school improvement.
- Promotes a positive image that supports the mission of the school district.

4. PERSONNEL MANAGEMENT

- Delegates duties, responsibilities, and functions effectively.
- Makes sound recommendations regarding personnel management, recruiting, selection, transfer, retention, evaluation, and dismissal procedures.
- Defines and clearly communicates performance expectations to subordinates.
- Observes, identifies, and documents evidence of subordinate's job performance in accordance with applicable appraisal guidelines.
- Matches staff members and job assignments effectively.

5. ADMINISTRATION, FISCAL, AND FACILITIES MANAGEMENT

- Manages the district operations of Personnel.
- Develops and implements cost effective practices throughout the district.
- Is punctual in carrying out responsibilities.

6. STUDENT MANAGEMENT

- Understands the student management system and expected student behavior related to personnel aspects of the district to include budgeting, planning, and personnel needs.

7. SCHOOL/COMMUNITY RELATIONS

- Articulates to the general public the district's mission and goals as well as the ways in which the area of responsibility supports these directions.
- Participates in community activities that foster rapport and mutual respect between the district and the larger community.
- Responds to parent/community concerns in a timely manner.
- Projects a positive image to the staff, students, and community.

8. PROFESSIONAL GROWTH AND DEVELOPMENT

- Seeks out and participates in professional development programs.
- Conducts oneself in a professional and ethical manner.
- Actively participates in professional organizations.
- Uses information provided through assessment instruments and the district appraisal process to improve performance.
- Disseminates ideas and information to other professionals.
- Maintains contact with current research and practice.

9. ADDITIONAL DUTIES

- Performs additional duties and accepts other responsibilities as may be assigned by the Associate Superintendent for Business and Personnel and the Superintendent.