**EXECUTIVE DIRECTOR OF PERSONNEL**

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.