

**SCHOOL DISTRICT OF SANTA ROSA COUNTY
JOB DESCRIPTION
DIRECTOR OF HUMAN RESOURCES**

QUALIFICATIONS:

1. Master's degree or higher from an accredited educational institution
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal
3. Minimum of eight years experience in eight years in public school education, three years of which must have been in administration and/or supervision

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of the collective bargaining process and of Florida law and the Administrative Code as it relates to human resource management. Knowledge of federal rules and regulations governing the employment process. Knowledge of Florida's funding mechanisms and budgeting. Demonstrated knowledge of instructional systems regarding exceptional student education as related to teacher allocation. Ability to communicate orally and in writing. Ability to use high level interpersonal skills in order to maintain effective working relationships. Possess skills related to problem solving, planning, supervising, organizing, and scheduling. Ability to handle highly sensitive personnel matter in a timely and professional manner. Knowledge of the interface activities between the mainframe computer and the division/department data management function. Ability to design, allocate and manage human resource management systems. Ability to coordinate interdepartmental staffing allocations relative to Exceptional Student Education.

REPORTS TO:

Assistant Superintendent for Human Resources

JOB GOAL

To assist in specific areas of the Human Resource organization ensuring compliance with law, policy and regulations in a manner that will enhance the human assets of the organization and promote employee morale.

SUPERVISES:

Human Resource Department staff and other interface activities as assigned

PERFORMANCE RESPONSIBILITIES:

1. Supervise the daily operation of the Human Resources Department
2. Supervise the verification of employment requests
3. Coordinate Federal Programs regarding staffing design
4. Local Instructional Improvement System
5. FTE (projection and reporting)
6. Supervise the evaluation process of all personnel within the school system
7. Coordinate assessment programs for evaluation process
8. Data Processing vendor oversight (liaison)
9. Assist in the development and management of the District staffing plan, and wage and salary development

10. Serve as the Chief Negotiator for employee labor contract negotiations
11. Direct grievance settlement process and represent management at grievance meetings and arbitration hearings
12. Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation Plan

12 Months

8.0 Hours Per Day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.