



Columbia County School District Job Description

Position Title: Chief Human Resources Officer		
Department: Human Resources	Evaluation Instrument: Performance will be evaluated annually by the Superintendent of Schools in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade D	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Superintendent of Schools		
Supervises: Assistant Chief Human Resources Officer, Human Resources Specialists, Human Resources Assistants Employee Benefits Specialist, Human Resources Department Staff, Substitute Employees		

MINIMUM QUALIFICATIONS

Education: Master’s Degree or Higher in Management, Human Resources, Supervision or Educational Leadership, preferred.

Essential Knowledge/Skills: Extensive knowledge of curriculum and instruction, adult learning and change processes, staff development, design and delivery models, and principles and practices of personnel management. Extensive knowledge of Board of Education policies, procedures, rules and practices at the state and local levels, including state certification and licensure standards. Ability to develop and administer the budget process. Excellent leadership and communication skills; or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

Experience: Minimum of three years’ experience in administration, supervision or curriculum development at the system or local school level. Work experience should be related to personnel management.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Authorizes employment for all new professional and auxiliary employees.
- Authorizes and documents all personnel action related to promotions, transfers, reassignment or terminations.
- Recommends all proposed personnel transactions for Superintendent and Board of Education approval.
- Provides payroll and benefit orientation for all new regular and temporary or substitute employees.
- Authorizes wage/salary level and acceptable experience for pay purposes for all new employees and substitutes.
- Approves all personnel payroll changes and authorizes payment.
- Develops and administers the annual budget for the department.
- Conducts surveys and research related to personnel allocations and compensation packages.
- Issues all contracts of employment.
- Establishes and monitors timelines and procedures for the evaluation of all personnel.
- Serves as the RESA and Georgia Department of Education contact related to all Georgia personnel evaluation programs.
- Assists principals and department heads in screening applicants for available positions.
- Provides required information on new employees to payroll as soon as possible.
- Verifies work experience for all new employees as well as current and previous employees.
- Assures confidentiality of privileged information submitted or secured on applicants and employees.

- Secures and uses the confidential criminal history report for all new temporary and regular employees as directed to make employment decisions.
- Maintains job descriptions for all professional and auxiliary positions in the system.
- Supervises and evaluates the job performance of all employees assigned to the department.
- Maintains and updates the applicant database of all eligible professional and auxiliary applicants.
- Establishes and maintains appropriate personnel files for all Board of Education employees.
- Executive Director of Human Resources
- Plans and implements new programs and activities in order to address identified system needs.
- Administers the substitute teacher program to include recruitment, training, payroll and evaluation of performance.
- Prepares and publishes job vacancy announcements as required by local Board of Education procedures and Georgia Department of Education rules.
- Develops, revises and monitors personnel policies, procedures, hiring requirements and expectations in order to assure equal employment opportunities.
- Ensures system compliance with Georgia Department of Education rules and regulations, Georgia Professional Standards Commission rules and regulations, and with Title IX, Title XXIX of the Age Discrimination Act, and the Fair Labor Standards Act.
- Revises and provides access to all materials necessary to support personnel functions to include applications for employment, reference forms, personnel handbooks, contract of employment, paraprofessional certification, recruitment folders, evaluation forms, etc.
- Develops and implements orientation and support program for new and beginning teachers.
- Performs other responsibilities and duties as assigned or expected by the Superintendent of Schools.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: April 2015