



Columbia County School District Job Description

Position Title: Assistant Director of Human Resources		
Department: Human Resources	Evaluation Instrument: Performance will be evaluated annually by the Chief Human Resources Officer in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: Administrative Salary Schedule, Grade K	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days, 8 Hours Per Day		
Reports to: Chief Human Resources Officer		

MINIMUM QUALIFICATIONS

Master’s degree in education, human resources, personnel management, or related field, preferred.

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

Essential Knowledge and Skills

- Knowledge of teacher recruiting, marketing and retention practices
- Knowledge of state and federal labor laws
- Knowledge of technology essential to support web page design, compile reports and statistics, and conduct surveys using Access, Excel, and Crystal Report Writer.
- Knowledge of curriculum and instruction, adult learning and change processes, staff development, design and delivery models, and principles and practices of personnel management.
- Knowledge of Board of Education policies, procedures, rules and practices at the state and local levels, including state certification and licensure standards.
- Excellent leadership and communication skills or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.
- The physical activity of this position requires talking, hearing, and repetitive motions.
- The physical requirements of this position are considered sedentary work. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

Duties and Responsibilities

- Monitors compliance with Georgia Public School standards related to contracts of employment, job performance evaluations, paraprofessional licenses, and substitute teacher utilization.
- Develops and implements proactive plan for recruitment of personnel to assure adequate pool of quality candidates.
- Develops plan of action to recruit candidates to fill critical teaching fields.
- Schedules and attends campus recruitment sessions and other education job fairs to secure quality applicants for teaching positions.
- Assists principals and department heads in identifying qualified candidates for advertised vacancies.
- Monitors and assists teachers hired through alternative teacher preparation programs to complete the certification process.
- Implements all programs and activities approved by the Columbia County Board of Education policy on national board teacher certification.
- Develops and implements the system plan for retention of employees with special emphasis on retaining classroom teachers.
- Coordinates all activities, reports and applications as required for the Mentor Teacher program to improve the support level for beginning and new teachers to Columbia County.
- Assists in the development and operation of plans to integrate applicant database information directly with electronic personnel files for a seamless transfer of data.
- Assists in verifying and completing accurate information for new hires.
- Assists in preparation and completion of personnel salary and staff surveys and reports.
- Assists in developing and maintaining the personnel web page.
- Coordinates and schedules the fingerprinting and background checks required by law for certificate renewal and all cycle employees every five years.
- Assists in screening applicants for all substitute employee positions.
- Assists with long-range technology planning to integrate the personnel and payroll functions and to facilitate the on-line completion of required forms to reduce the workload of school personnel.
- Coordinates the collection and dissemination of information and statistics essential to support personnel staffing and funding decisions.
- Contacts and records references for new hires to expedite the hiring process.
- Monitors applications for teaching positions in order to schedule teacher-screening interviews.

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: March 27, 2014