



2100.19: DIRECTOR OF PERSONNEL

Reports to: Executive Director of Human Resources

General Summary: Supports the educational programs and services of the District by developing and coordinating those phases of the personnel program which include: recruitment, selection, assignment, retention and evaluation of staff, data processing, record keeping, contracts and certification.

Essential Functions:

1. Coordinates the recruiting, interviewing, selecting, assigning, retaining, evaluating, and dismissing of teachers, professional/technical staff, paraprofessionals, secretaries, custodial/maintenance, food service, substitute teachers and other assigned staff. (35%)
2. Assists in determining the personnel needs for the District. Maintains contact with all departments and schools in planning and anticipating personnel needs of the school program. (10%)
3. Supervises and evaluates the work of principals and other staff as assigned by the superintendent. (5%)
4. Coordinates the tracking of employee retention. (5%)
5. Coordinates employment contracts, and teacher certification including alternative certification methods and programs. (5%)
6. Assists with the submission of all district, state and federal personnel reports. (10%)
7. Develops, maintains and updates the Human Resources web page, online application process, and on-line staff evaluation process. (10%)
- 8.

Attends all Board of Education and Cabinet meetings. (5%)

- 9. Assists the Director of Employee Relations in the Human Resource Information Systems. (3%)
- 10. Assumes other responsibilities delegated by the Executive Director of Human Resources. (5%)
- 11. Assists in the supervision of teacher and paraprofessionals substitutes, as well as day-to-day assignments. (5%)
- 12. Assists in the training of cooperating teachers. (1%)

Other duties as assigned by the Superintendent. (1%)

Qualifications:

- 1. Education Level: A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred; a six-year specialist degree is required.
- 2. Certification or Licensure: A Nebraska Administrative and Supervisory Certificate with the appropriate endorsement.
- 3. Experience desired: Four years of successful experience in personnel administration is preferred, three years of administrative experience is required.
- 4. Other requirements: Ability to work with individuals in the development and implementation of district recruitment and selection program and to prepare reports and project staff needs of the district.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing	X		
2. Walking		X	
3. Sitting		X	
4. Lifting <u>25</u> lb max.	X		
5. Carrying <u>50</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

Date of Adoption

June 5, 2000

Date of Revision

April 19, 2004

September 4, 2007

September 15, 2008

March 16, 2009

September 6, 2011

May 5, 2014