

## JOB DESCRIPTION

### **TITLE**

Supervisor of Human Resources

### **POSITION TYPE**

Exempt

### **PRIMARY FUNCTION**

The Supervisor of Human Resources leads and manages all responsibilities and aspects of school division employment and recruitment, benefits, salary administration and compensation, employee relations, certification and licensure of teaching and other licensed staff, and policy development related to this area. This position will also support aspects of organizational and professional development programs and activities, in collaboration with the Director of Teaching, Learning and Accountability.

### **MINIMUM QUALIFICATIONS**

- Hold a postgraduate professional license in school administration and shall have completed those courses at the graduate level that are pertinent to the assignment
- Master's Degree in Educational Leadership, Policy, Planning; educational administration, personnel administration or related field preferred
- Doctoral Degree Preferred
- Minimum of three years as a building level administrator
- Knowledge of adult learning, organizational change and organizational learning

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Human Resources Certification/Designation preferred
- Demonstrated leadership ability, organizational and collaborative skills
- Strong, background, knowledge, familiarity and application of School Board Policy Manual, Code of Virginia, Rules and Regulations of the Virginia Board of Education, state and federal regulations, and professional references
- Effective oral and written communications skills to support successful collaboration with division employees, Charles City County employees and community representatives
- Comprehensive knowledge of current education issues, practice and principals in education and ability to apply current research to professional learning needs and programming

### **PERFORMANCE RESPONSIBILITIES**

- Ensures compliance with all state and federal labor and employment laws. Serves as the school division's Title IX coordinator and conducts/completes all related investigative work
- Supports division goals and policies that facilitate human resource functions of hiring and recruitment of high-quality faculty and staff, salary administration, benefits, employee, some elements of training and staff development, human resource policies and procedures and record management for employees
- Reviews existing employee benefit plans, recommends updates to employee benefits plans and works with the Director of Finance to oversee benefits administration.
- Works with and advises the school division's wage and salary program and develops budget analyses with the Director of Finance to ensure fiscal responsibility and competitiveness with comparable markets
- Manages employee relations by counseling and advising employees and supervisors, providing appropriate training and conducting surveys and exit interviews.
- Visits employees and responds to on-site questions, observes current work of school division employees to identify challenges and offers recommendations for resolution and improvement of

work environment and conditions.

- Ensures that all instructional staff are in compliance with state licensure laws and works collaboratively with the Virginia Department of Education to verify all licensure, tenure and evaluation/performance standards are current
- Coordinates leadership development activities and the development of emerging leaders in the school division.
- Plans and executes the New Teacher orientation/Onboarding program
- The Supervisor of Human Resources will serve as the lead evaluator for the Administrative Assistant position at the School Board Office.
- Serves as liaison with appropriate personnel in the Virginia Department of Education and local school divisions.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Performs other duties as assigned.

## **WORKING CONDITIONS**

The duties of this position are complete and diverse. Successful candidate must have ability to multitask, deal with change and show initiative and assume responsibility for working productively with minimal supervision. Must have ability to sit for extended periods of time in an office environment, see and read a computer screen and printed with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to life up to 25 pounds.

## **TERMS OF EMPLOYMENT**

240 days; Twelve months annually. Salary commensurate with experience.

## **EVALUATION**

The Supervisor of Human Resources performs duties under the supervision of the Superintendent.

## **APPROVED BY SUPERINTENDENT**

August 12, 2020

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Print Your Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time. (Updated: August 12, 2020)*