

Job Title: Supervisor – Human Resources

FLSA Exemption Status: Exempt

Term: 251 days

Minimum Qualifications:

1. Preferred – leadership experience as school principal, assistant principal or management role;
2. Bachelor's degree or higher in educational leadership, supervision or human resources;
3. Valid Tennessee license with an appropriate endorsement;
4. Experience with analyzing data to guide strategic planning.

Job Objectives/Goals:

1. To help employ and maintain top quality personnel who sincerely want to impact all students in positive ways
2. To design and implement employee retention strategies

Responsibilities and Essential Functions:

1. Coordinate and direct all efforts in regard to selection, certification (including licensure advancement and alternative licensure as well as waivers, and permits, when applicable), classification, records preparation and maintenance, leave (including FMLA), transfer, resignation, and retirement of professional and classified employees;
2. Maintain required records required for FMLA, PPL, etc. including doctor's statement for absence, initial date of absence, approximate date of return, number of days absent, doctor's release, and contact school/facility upon employee returning to work.
3. Prepare narrative, statistical, special and recurring reports (monthly and annual) relative to tenure, longevity, retirement, and resignation of employees as needed;
4. Prepare and post on the system web-site regarding human resources;
5. Responsible for every employee receiving his/her Terms of Employment as soon as possible in the school year;
6. Oversee the fingerprinting of new employees and school volunteers for the purpose of up-to-date criminal background checks;
7. Establish and maintain employee personnel file(s) for every employee, including separate files for health files, and results from criminal background checks;
8. Post all open positions locally on the web-site – both certified and support in accordance with Board Policy;
9. Interview potential candidates for employment, when needed. Present offer of employment to successful applicants, only after the Director has approved the written recommendation. Obtain acceptances or rejections of offers of employment;
10. Complete required state reports, including School Approval (Compliance Report) and PIRS (December 1 and End-of-Year);
11. Supervise the evaluation process for classified employees (local model);
12. Provide new teachers and other professional employees with initial information regarding employment;
13. Maintain the Board's policy manual - keep up to date on changes in state and federal laws which require changes and/or adoption of local board policy, make recommendations to the Board for changes;
14. Assist in developing options for annual school calendars, seeking approval, and revisions to the school calendar as needed;
15. Serve on the management's Collaborative Conferencing Team, if needed;
16. Maintain an up-to-date Code of Behavior and Discipline for students, parents, and all employees;

17. Oversee:

- Employment – applicants, new hires, present, and past
- School Approval Process
- TNCompass
- PIRS
- Tenure and recommendations for tenure
- U.S. Department of Labor reports
- Annual Statistical Report
- Maintenance and advancement of appropriate professional licensure
- Hepatitis B vaccines for all new employees
- Checks - various state registries (employment process of/for new employees)
- Student enrollment data (annually and monthly) - utilizing student management software
- Sick Leave Bank

18. Provide the Finance Office with payroll and salary information for employees, certified and supported, including all updates and changes.

19. Assist in the development and implementation of the annual budget;

20. Attend work on a regular and predictable basis; and

21. Perform other duties as deemed necessary by the Director of Schools.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables.

Physical Demands:

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Talking
2. Hearing
3. Seeing

Reports To: Director of Schools

Disclaimer: 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 in this job.