

TITLE**Supervisor – Human Resources****QUALIFICATIONS**

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

JOB GOALS

To help employ and maintain top quality personnel who sincerely want to impact all students in positive ways

To design and implement employee retention strategies

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 support, including all updates and changes.
19. Assist in the development and implementation of the annual budget; and
20. Perform other duties as deemed necessary by the Director of Schools.

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

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to generalizing, evaluations, or decisions based on sensory or judgmental criteria.
5. Strong communication skills.
6. Well versed in research on teaching and learning.

7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Good organizational skills.
10. Demonstrates the ability to implement innovative ideas.
11. Enthusiasm

CAPACITY AND ABILITY REQUIREMENTS

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.

WORK CONDITIONS

Normal working environment.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.