

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SUPERVISOR OF HUMAN RESOURCES

1. SERVICE DELIVERY

- _____ 1. Plan, direct and monitor the applications and employment process of employees.
- _____ 2. Plan and direct employee recruitment / retention progress and visitations.
- _____ 3. Maintain a current application file on prospective candidates for employment.
- _____ 4. Plan, organize and coordinate contract management and legal proceedings.
- _____ 5. Coordinate efforts to comply with laws and regulations prohibiting discrimination while serving as equity coordinator.
- _____ 6. Conduct investigations in matters of Professional Code of Ethics violations and make recommendations to the Deputy Superintendent regarding appropriate employee discipline.
- _____ 7. Serve on criminal history committee to interview personnel and make recommendations for future or continued employment to the Deputy Superintendent.
- _____ 8. Coordinate programs related to medical and dental insurance coverage for employees.
- _____ 9. Coordinate the drug-testing program for eligible employees.
- _____ 10. Work with principals, along with the Deputy Superintendent and finance officer, on staffing levels for schools based on FTE.

2.INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 11. Work cooperatively with other administrators on problems of mutual interest and concerns of personnel.
- _____ 12. Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in schools.
- _____ 13. Maintain regular liaison with State Department of Education officials and other agencies concerned with employee relations.
- _____ 14. Coordinate with colleges, universities, and career guidance offices regarding personnel needs of the District.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 15. Conduct, with assistant, District orientation programs for new employees.
- _____ 16. Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations case laws concerned with collective bargaining and employee relations.
- _____ 17. Coordinate inservice training for management in contract administration and grievance procedures.
- _____ 18. Assist in the implementation of the Gadsden County Human Resources Management Development System.
- _____ 19. Keep up-to-date and well-informed about trends, best practices, laws, regulations, and policies concerning personnel issues.

4. SYSTEMIC FUNCTIONS

- _____ 20. Serve on collective bargaining team.
- _____ 21. Assist the Deputy Superintendent in the formulation, development and implementation of procedures to comply with regulations and policies adapted by the School Board that are related to collective bargaining.
- _____ 22. Assist the Deputy Superintendent in developing and implementing procedures to keep the School Board informed of the status of negotiations and secure School board reactions on negotiation proposals.
- _____ 23. Maintain current and past employee personnel records.

SUPERVISOR OF HUMAN RESOURCES (Continued)

- _____ 24. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- _____ 25. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- _____ 26. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 27. Exercise proactive leadership in planning, implementation, and evaluation of human resource service in the District.
- _____ 28. Facilitate problem-solving by individuals or groups.
- _____ 29. Use appropriate interpersonal styles and methods to guide individuals and groups to accomplish tasks.
- _____ 30. Anticipate problems and design processes and procedures to address them.
- _____ 31. Assist in the development of policies, procedures, and administrative guidelines for the District.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 32. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 33. _____
- _____ 34. _____
- _____ 35. _____
- _____ 36. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 37. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 38. The accurate and timely filing of all school reports
- _____ 39. The completion of required professional development services.
- _____ 40. _____
- _____ 41. _____

SUPERVISOR OF HUMAN RESOURCES (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)