



JOB TITLE	DEPARTMENT	REPORTS TO
Executive Director of Human Resources	Human Resources	Deputy Superintendent

Position No: 77304	Length of Work Year: 12 Months
Salary Schedule: AD09	Date Approved: 4/27/04
FSLA: Exempt	Date Revised: 6/19/15

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree in Educational Leadership, Human Resource Management, Labor Relations, Guidance and Counseling, or related fields. 2. A minimum of five (5) years of successful experience in education or human resources to include three (3) years in a leadership capacity. 3. Training and/or experience in personnel management, human resources development, or conflict resolution desired but not required. 4. Knowledge of Florida Statutes and State Board of Education Rules related to personnel management. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Supervises the Personnel Management, Human Resource Development, and Employee Relations Program of the district. 2. Administers provisions approved by principals and department heads and manages collectively bargained contracts. 3. Administers the employee grievance procedure adopted by the School Board and represents the Superintendent in cases appealed to the district level, to include the conducting grievance hearings. 4. Directs the employee personnel performance appraisal program. 5. Maintains regular liaison with Florida Department of Education officials and other state agencies concerned with human resources, as well as the Florida School Board Association and the Florida Association of School Administrators. 6. Prepares and maintains the district personnel/policy manual and other administrative guidelines for human resources matters. 7. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action. 8. Directs the preparation and coordination of collective bargaining negotiations with district contract negotiators. 9. Provides assistance to principals and department heads for employee relations information, advice, salary benefits, and other employee concerns and issues. 10. Provides leadership in the recruitment and retention of staff (administrative, instructional and support). 11. Develops, recommends, and evaluates human resources procedures and guidelines. 12. Monitors the development and implementation of the district staffing plan. 13. Assists the Superintendent in district-wide planning to relate the use of financial and human resources to the district goals and objectives. 14. Assists the Superintendent in organizational analysis and development. 15. Provides leadership in the development of the preschool and yearly planning calendar. 16. Serves as an advisor to the Superintendent regarding the district human resources. 17. Maintains a significant leadership role in fostering professional growth and building staff morale throughout the district.

18. Develops and administers the budget for Human Resources Division.

19. Performs other duties as assigned by the Deputy Superintendent.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.