MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: **Director of Human Resources**

REPORTS TO: Superintendent/Assistant Superintendent

CLASSIFICATION: Professional/Administrative

FLSA STATUS: Exempt

EMPLOYMENT TERM: 240 days annually, pursuant to WV Code §18A-4-7a; extended employment terms may be established by McDowell County BOE

COMPENSATION: Based upon the Central Office Administrator Index and Supplement

EVALUATION: Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

DEFINITION: To direct all facets of the Human Resources process and provide leadership, coordination and support for the personnel function to all stakeholders throughout the district

QUALIFICATIONS/CERTIFICATION:

- Masters Degree related to the Public Schools
- WV Professional Administrative Certification
- Minimum of 3 years of experience in school administration with preference for Central Office experience
- Ability to use technology, particularly spreadsheets, databases, and word processing in addition to State mandated web-based programs
- Knowledge in county and state policies as they affect schools
- Preference for experience in West Virginia School Law and Human Resources functions
- Current knowledge of developments in school administration

RESPONSIBILITIES:

- Serve as the custodian of all personnel records and files and ensure appropriate integrity of the records and due process for all employees in such matters
- Assist in the formulation, revision, and administration of policies and regulations pertaining to the human resources function
- Assist with the selection and staffing of all professional and service personnel positions and ensure compliance with all statutes and policies in such determination
- Prepare and review all job vacancy announcements for accuracy and compliance with WV State Code
- Ensure timely advertisement of all job vacancies and distribution to all work locations as well as appropriate electronic media placement
- Prepare accurate applicant lists for all job vacancies and forward to appropriate supervisors
- Advise supervisors on managing applicant lists in compliance with WV Code
- Review all employment recommendations for compliance with appropriate sections of WV Code
- Prepare and review all personnel recommendations for accuracy and compliance with WV State Code
- Ensure timely submission of personnel recommendations to the Superintendent office for inclusion with Board of Education meeting agenda

- Prepare and review for accuracy all employment contracts for fulltime employment as well as supplemental and extracurricular assignments
- Prepare notifications of non-selection to applicants for service personnel vacancies as required by WV Code
- Prepare all required reports and maintain all appropriate records, including but not limited to Certified List of Personnel, Highly Qualified, Supply/Demand, Critical Needs, as well as other reports required or requested by the West Virginia Department of Education and/or superintendent
- Monitor all personnel performance evaluations to ensure compliance with WV Code
- Assist administrators with development of improvement plans and improvement teams as appropriate
- Assist the Superintendent in addressing employee hearings and grievance filings and preparation of such hearings and decisions as appropriate
- Prepare necessary documentation for evidence in personnel and grievance proceedings
- Represent the MCS administration in lower-level personnel and grievance proceedings
- Assist MCS legal counsel with preparation of documents and participation in higher level personnel and grievance proceedings
- Maintain personnel seniority lists as required by WV Code through the use of appropriate electronic databases
- Publish and distribute personnel seniority lists
- Monitor the certification process for professional, service, and coaching personnel and approve necessary requests for waivers as appropriate
- Serve as liaison between McDowell County Schools and institutions of higher education in internship/externship/practicum placements
- Ensure that appropriate articulation agreements are in place for institutions of higher education seeking to place students in MCS
- Monitor the beginning teacher mentor program to ensure requisite documentation for certification purposes
- Review mentoring documentation and submit requests for reimbursement of mentor funds
- Monitor tuition reimbursement program to ensure compliance with WV Code and State and county policy and the accurate distribution of funds
- Submit requests for tuition reimbursement
- Oversee the appropriate utilization of the substitute employee management system
- Ensure an adequate pool of substitute professional and service employees
- Serve as the immediate supervisor for all substitute employees
- Coordinate the scheduling of WV State Competency tests for service personnel as appropriate
- Conduct orientation sessions for new substitute service employees and professionals as appropriate
- Work cooperatively with the human resources secretary to schedule pre-employment drug testing, background investigations, and functional capacity testing as appropriate
- Serve as a County contact for reasonable suspicion observations of employees as requested
- Monitor leave of absences requests including Family Medical Leave Act requests
- Maintain and update the MCS Job Description Manual
- Develop new and/or revised job descriptions as necessary
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action
- Provide assistance for the county efficiency indicator process in areas related to Personnel and Human Resources
- Keep informed of current trends in education through reading, research and attendance at out-of county educational meetings to ensure an effective educational program in the County
- Attend board meetings as directed and provide assistance in carrying out board policies
- Provide assistance in procedures and problems related to the Human Resources function
- Direct the recruitment of professional and service personnel as appropriate
- Monitor the completion of mandatory training and professional development hours for all professional and service personnel

- Direct and coordinate all personnel recognitions and awards such as teacher of the year, service personnel of the personnel of the year, and recognition of retirements
- Perform other duties as assigned by the Superintendent of Schools

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, and sit. While performing the duties of this job, the employee may occasionally push or lift boxes. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities are required by this position, which include but are not limited to, ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors in its employment and in the administration of any of its educational programs and activities.