



Pickens County Board of Education Job Descriptions

PERSONNEL DIRECTOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Minimum Masters Degree (L-5 School Administration prefer Specialist (L-6) or higher.
2. Three years successful classroom experience.
3. Five years successful experience as a school level administrator.
4. Ability to work effectively with all levels of employees

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Set up and maintain a system for recruitment and hiring of personnel to fill staff needs of the school system.
- Receive all applications for employment and maintain a file of eligible applicants for various job categories.
- Screen all applications and insure that applicants selected for interview meet certification, licensure, or local employment expectations/requirements.
- Assist the Assistant Superintendent for Instruction and Principals in the recruitment and selection of teachers.
- In cooperation with the Assistant Superintendent for Instruction and Principals, recommend to the Superintendent contract renewals, non-renewals, and dismissals.
- Assist the Assistant Superintendent for Instruction in planning and implementation of a system-wide program for the evaluation and appraisal of all certificated personnel.
- Assist system personnel in obtaining or renewing teaching certificates or professional license.
- Responsible for all records of employees and maintain a system to store and retrieve employee data.

- Maintain files on all substitutes.
- Contracts for employees.
- Maintain applicant data base on system web site.
- Master teacher applications.
- Monthly personnel action report.
- New teacher orientation.
- PLU records for teachers and paraprofessionals.
- Responsible for reporting employee misconduct to PSC.
- Teacher recruitment.
- Shall develop and update system personnel handbook for all employee classifications.
- Shall be responsible for all matters concerning the administration of the school system's employee benefit programs.
- Receive letters of resignation and direct matters involving contract terminations.
- Administer contract and salary schedules for all employees and assists in the development and recommendation of salary policy and structure.
- Provide the Superintendent up to date information on personnel matters and assist in the development of personnel policies.
- Interpret existing personnel policies and regulations to system staff.
- Assist the Superintendent in preparation of personnel recommendations to the Board (Personnel Action report)
- Assist in personnel negotiations.
- Responsible for responding to complaints filed against the system or system employees, ie., employee grievances, OCR investigations, EEOC complaints and Dept. of Labor inquiries.
- Coordinate all personnel hearings conducted under the authority of the BOE.
- Attend all BOE meetings and furnish information as requested.
- Shall counsel any employee who is referred by his superior and/or voluntarily requests a conference.
- Be a member of and attend state and national personnel organization meetings.
- Perform other duties as assigned by the Superintendent.