



EMPLOYEE NAME: _____

Created: 5/05, 11/08, 1/10, 1/15; 6/18; 2/19 ;11/20

JOB DESCRIPTION

POSITION TITLE: Executive Director, Support Services	JOB CODE: 473J
DIVISION: Human Resources	SALARY SCHEDULE: Professional/Supervisory Support or Annual Central Office
DEPARTMENT: Support Services	WORKDAYS: 238
REPORTS TO: Chief Human Resources Officer	PAY GRADE: CED (5,6,7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Directs the management and execution of Risk Management, Benefits, ADA, and Retirement benefits.	

REQUIREMENTS:

1.	Educational Level: Master’s Degree preferred (a combination of equivalent work experience and education may be used to meet the degree requirement)
2.	Certification/License Required: Valid GA Leadership Certificate preferred; PHR or SPHR certification preferred
3.	Experience: 5 - 7 years experience in a supervisory or leadership role
4.	Physical Activities: Routine physical activities required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Oral and written communication, leadership, organization, planning, public relations, computer technology, finance/budgeting

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Directs the management and execution of the District’s Risk Management, Benefits, ADA and Retirement Benefits programs.
3.	Supervises and evaluates direct reports.
4.	Confers with Central Office staff counterparts and school leadership personnel regarding various personnel support issues within his/her office of responsibility; provides solutions to resolve issues in accordance with the law, District Policies, and Administrative Rules.
5.	Develops and implements divisional policies, rules, and procedures; ensures adherence to all District Policies and Administrative Rules; prepares and submits Monitoring Reports, as scheduled, to affirm compliance with BOE governance policies.
6.	Assists other Human Resources and Central Office division and department leaders in integrating and coordinating individual efforts into unified programs for the District.
7.	Maintains liaison with social, professional, civic, and other official and community organizations and agencies, which have any interest in providing and promoting employee support programs and services.
8.	Serves on the District Strategic Planning Team.
9.	Serves on the District Governance Monitoring Committee.
10.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____