



EMPLOYEE NAME: _____

Created: 7/14; 11/14; 5/16; 10/16; 6/18; 2/19;5/21

JOB DESCRIPTION

POSITION TITLE: Director, Leadership Management	JOB CODE: 473J
DIVISION: Human Resources	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Leadership Management	WORKDAYS: 238
REPORTS TO: Chief Human Resources Officer	PAY GRADE: CDR (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Directs the management, continuous development of system Leadership, employment activities, and customer service for local school and central office administrative positions under the leadership of the, for local school and central office.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required; Specialist degree preferred
2.	Certification/License Required: Valid Georgia Leadership Certificate required
3.	Experience: 3 years school Principal experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; project management; planning; public relations; organization; computer technology

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 and manages the Office of Leadership Management.
3.	Serves as the Director for the design and execution of Professional Learning for the continuous development of CCSD Leaders.
4.	Manages the employment processes, procedures, career pathways, professional learning and leadership development.
5.	Manages all employment activities for Leadership Management; including recruiting, employment, reassignments, salary, certification and retention of highly qualified central office and local school administrators.
6.	Counsels regularly with current and prospective administrators on career pathing and other issues of concern.
7.	Directs the District’s succession management program for administrators.
8.	Presents staff development for leadership academies; manages and assesses prospective administrators.
9.	Collaborates and interviews with level assistant superintendents to determine top candidates for local school administrative positions.
10.	Makes referral decisions for vacancies and/or supervises the referral of candidates for vacancies.
11.	Directs the identification and selection procedures of local school administrators and central office administrators with the rank of assistant director and above.
12.	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.

13.	Attends and professionally represents the Human Resources division at all related meetings and functions.
14.	Participates in planning, prioritizing, budgeting, and resource allocation for Human Resources.
15.	Supervises and evaluates direct report employees.
16.	Performs other duties as assigned by the Chief Human Resources Officer.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____