

JOB DESCRIPTION

POSITION TITLE: Senior Executive Director, Employment	JOB CODE: 473A or 473K
DIVISION: Human Resources	SALARY SCHEDULE: N/A
DEPARTMENT: Employment	WORKDAYS: Annual Administrative Employees
REPORTS TO: Chief Human Resources Officer	PAY GRADE: NZOO (Based on CH66, Steps 27-29)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Oversees aspects of Employment including the employment process, certification, compensation, and substitutes.	

REQUIREMENTS:

1.	Educational Level: Master's degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate preferred; PHR or SPHR certification preferred
3.	Experience: 5 years' experience in a Human Resources supervisory or leadership role; experience in a K-12 environment preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; 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.	Supervises and evaluates staff as assigned; directs evaluation procedures for Employment staff.
3.	Provides direction and supervision to all areas and processes of Employment including Recruitment, Hiring, Certification, Compensation; counsels with employees regarding assigned area of responsibility.
4.	Manages and executes Employment processes including, but not limited to, employee transfers and reassignments, certification process, employment contracts, orientation program, and contract release requests.
5.	Serves as a liaison with the Metro Atlanta Teacher Recruitment Consortium, Professional Standards Commission, Teachgeorgia.org, GA Department of Education, MRESA, and GASPA on recruitment issues; attends professional meetings and conferences; develops recruitment strategies and attends selected on-campus recruitment fairs; provides ongoing recruitment strategy training to administrators.
6.	Maintains liaison with social, professional, civic, and other official and community organizations and agencies which have an interest in providing and promoting employee support programs and services.
7.	Prepares and administers the annual employment budgets.
8.	Directs the purchase order process for HR supplies and equipment for the Employment department.
9.	Provides ongoing HR training and assistance to administrators as it relates to hiring practices and reassignment practices.
10.	Confers with district 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.
11.	Develops and implements Employment Department policies, rules, and procedures; ensures adherence to all CCSD Policies and Administrative Rules; prepares and submits Monitoring Reports, as scheduled, to affirm compliance with BOE governance policies.
12.	Conducts benchmarking analysis to determine types of employee support programs needed by the District; makes appropriate recommendations with regard to scope, budget, eligibility, etc. to appropriate supervisor.

13.	Serves as HR point of contact and responsible office for all Open Records Act (ORA) and other production of documents requests.
14.	Attends Board meetings as needed.
15.	Assists other HR and central office division and department administrators in integrating and coordinating individual efforts into unified programs for the District.
16.	Assists with developing the Strategic Plan for Human Resources.
17.	Works with school leadership, Board of Education, business community, PTAs, employees, and citizens to market CCSD.
18.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Employee _____ Date _____