

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT JOB DESCRIPTION

Title	Director of Human Resources	File 122
Department	Administration	
Building/Facility	Education Center	
Reports To	Superintendent	
Employment Status	Regular/Full-time	
FLSA Status	Exempt	
Description	Direct and organize certificated/licensed and classified personnel recruitment and hiring; provide inservice training and staff development for certificated/licensed and classified personnel in conjunction with the Director of Business Services and the Director of Curriculum and Instruction; direct the district's Local Professional Development Committee and entry-year program for teachers; manage the teamwork between the associations (BEA, BOSS) and the administration and Board of Education through negotiations and day-to-day interactions, including disciplinary matters.	

NOTE: The below lists are not ranked in order of importance

Essential Functions

- Ensure safety of students
- Participate as an active member of the management team
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., personnel information
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Assist the Superintendent in a staff and community public relations program
- Supervise all certificated/licensed staff
- Supervise all classified staff
- Interview and perform background checks on candidates for vacancies
- Assist the Superintendent and Treasurer/CFO in preparing the annual budget
- Assist with the assimilation of information necessary to complete local, state and federal reports
(Public School Works)
- Assist with policy manual and related document updates annually or as required
- Assist in the planning and implementation of staff development programs
- Observe and monitor the progress of all staff members new to the system
- Plan appropriate orientation program for new staff members
- Assist the Superintendent in the implementation of the district's strategic plan

- Attend board of education meetings and prepare and present reports for the board as requested by the Superintendent
- Work with the Superintendent in the recruitment, selection for recommendation, and evaluation of administrative personnel
- **Coordinate and monitor the acquisition and renewal of ODE pupil activity permits**
- Coordinate and direct the substitute teacher program **(Renhill)**
- Conduct suspension appeal hearings/complaints
- Act as liaison with social, professional, civic, volunteer and other community agencies and groups having interest in the schools as directed by the Superintendent
- Assist in labor negotiations, up to and including leadership, if so designated
- Assist in the overall operation of district-wide technology
- Coordinate and direct the entry-year and mentoring program
- Assume the duties of the Superintendent in his/her absence, if so assigned
- Administer the BEA/teachers and BOSS/classified negotiated agreements
- Serve on and, if needed, lead the LPDC, **Master Teacher Committee, and Shared Solution meetings**
- **Administer FMLA and other leaves of absence**

Other Duties and Responsibilities

- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent
 - Serve as a consultant in matters of special education
 - Address concerns of student residency and truancy, if needed

Working Conditions

- Frequent requirement to travel throughout the district
- Frequent weekend/evening/summer work
- Occasional requirement to lift and carry up to a maximum of 25 pounds
- Frequent repetitive hand motion, e.g., computer key board
- Frequent operation of a vehicle under inclement weather conditions

Equipment Operated

- Computer
- Calculator
- Copy machine
- Telephone
- Fax machine
- Printer

Qualifications

- Master's Degree from an accredited college or university
- At least five years of administrative or supervisory experience
- Appropriate State of Ohio certification/license
- Such alternative to the above qualifications as the Board of Education may find appropriate
- **Certified OPES/OTES evaluator**

Required Knowledge, Skills and Abilities

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Ability to work independently
- Ability to generate correspondence independently
- Computer technology skills

Adoption date

DRAFT