

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### SUPERVISOR I -- PERSONNEL

#### JOB DESCRIPTION

<b>JOB CODE:</b>	773230	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	09
<b>CONTRACT CODE:</b>	05	<b>SALARY SCHEDULE:</b>	Administrative

#### QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution;
- (2) Minimum of five (5) years experience in the field of personnel administration, K-12 administration or instruction; or
- (3) An equivalent combination of education and experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state statutes and rules and School Board policies and procedures governing the employment standards for instructional highly qualified status. Knowledge of State Board rules governing educator certification. Ability to direct and supervise personnel. Decision-making ability within the framework of District guidelines. Ability to communicate effectively orally and in writing. Ability to maintain positive working relationships with school-based administrators and district staff.

#### REPORTS TO:

Supervisor II – Personnel

#### JOB GOAL

To provide effective personnel services in the employment of instructional staff for the District.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Coordinate processing of personnel requisitions, posting of vacancies and hiring of instructional staff.
- \*(2) Assist in instructional recruitment functions.
- \*(3) Interview instructional applicants and refer for interviews.
- \*(4) Evaluate certification credentials of instructional applicants and staff.
- \*(5) Verify highly qualified status in accordance with the No Child Left Behind Act (NCLB) of instructional applicants and staff.
- \*(6) Monitor out-of-field status of instructional personnel.
- \*(7) Coordinate the preparation of instructional employment recommendations for the Board Agenda.
- \*(8) Review and approve personnel status forms, leave forms, and separations from service forms.
- \*(9) Prepare and submit reports required by the Department of Education.

## SUPERVISOR I -- PERSONNEL (Continued)

- \*(10) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \*(11) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \*(12) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(13) Be knowledgeable of and adhere to Board policies.
- \*(14) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \*(15) Monitor district compliance with applicable codes, rules and statutes.
- \*(16) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \*(17) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \*(18) Attend meetings and conferences to promote professional growth and benefit the District.
- \*(19) Maintain expertise in assigned area to fulfill project goals and objectives.
- \*(20) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \*(21) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(22) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \*(23) Respond to inquiries and concerns in a timely manner.
- \*(24) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \*(25) Model and maintain high ethical standards.
- \*(26) Adhere to applicable safety standards.
- \*(27) Follow attendance, punctuality and proper dress rules.
- \*(28) Maintain confidentiality regarding school/workplace matters.
- \*(29) Serve on school/district committees as required or appropriate.
- (30) Perform other duties as assigned.

*\*Essential Performance Responsibilities***PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Addendum No. 05**

Adopted 3/15/11