

**Clarksville Montgomery County School System
Job Description**

(Proposed) Position Title: Assistant Human Resource Director- Staffing
Department: Human Resources

Grade: 131
Days Per Year: 260

Date: Created November 2007 **Reports to:** Chief Human Resource Officer

Purpose of Position:

The purpose of this position is to supervise the human resource functions related to certified staff and to align the Clarksville Montgomery County School System as an employer of choice in the Clarksville Community through a customer first culture.

Essential Duties & Responsibilities:

- Supervise human resources certified team and related staffing functions
- In partnership with the Communications Department, design innovative recruiting and marketing campaign that clearly differentiates CMCSS from other districts
- Plan, coordinate and implement annual job fair and community networking event
- Maintain active involvement in local, state and national organizations related to the human resource profession to establish networking contacts throughout TN and to remain current with issues and developments in the HR profession
- Create a customer first culture that establishes customer service as the CMCSS competitive advantage
- Participate in community service efforts to promote the goodwill of CMCSS in the Clarksville community and in TN
- Oversee the relationship with Kelly Services and the Substitute Teaching program to include analysis and monitoring of absenteeism in CMCSS
- Partner with New Teacher Induction Coordinator and Professional Development team to design and implement retention programs for both new and experienced certified staff
- Develop strong relationships with TN Universities in an effort to address state wide staffing issues and workforce readiness needs
- Participate in the Management Review Team as an active and engaged advocate for process management and process improvement

- Assist in the interpretation and implementation of applicable district, state and federal policies, laws and regulations regarding Human Resource legislation.
- Confer with senior leadership, supervisors and principals to identify personnel needs, workforce planning and strategies
- Coordinate the staffing process for Alternative Licensure
- Work with the State of TN applicant service programs (ex: Troops to Teachers) and local schools and Universities to encourage non-traditional applicant pursuits of the teaching profession
- Create strategies for minority recruitment and for incorporating a diversity focus in the marketing campaign for recruiting
- Assists CHRO and HR Leadership team with the development of the annual HR budget, departmental strategic work plan and yearly goals
- Remain current with No Child Left Behind and Highly Qualified federal standards for certified teachers.
- Oversee the determination and documentation of Highly Qualified status of applicants and certified staff as applicable
- Coordinate structured interview process for certified candidates
- Review and approve certified applications
- Responsible for presenting qualified certified candidates to principal/supervisors
- Identifies opportunities for promoting teaching as a profession to high school and early college students
- Assist with planning and implementation of recruiting, selection and retention programs for classified staff as needed
- Stays informed of trends and innovative recruiting techniques in order to be competitive.
- Comply with all regulatory/legal requirements and policies
- Develop and implement creative sourcing strategies
- Represents the school system to candidates as the employer of choice by 'selling the system'
- Visit and attend college job fairs

Minimum Education and Experience Required to Perform Essential Position

Functions:

Bachelors Degree required, Masters preferred

SPHR Human Resource Certification preferred

Project Management and Implementation experience required

Human Resource Management and supervisory experience required,

Administrative experience in school setting preferred

Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel-related functions. experience preferred.

Knowledge of Job

Ability to communicate both orally and in written form to communities, potential candidates and all school system employees. Ability to use high-level interpersonal skills in order to maintain effective relationships. Posses skills related to problem-solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign and supervise and review work of employees.

**(ADA)MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY; Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE; Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Human Resources.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORMS/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Human Resources.

PHYSICAL COMMUNICATION: Requires the ability to talk and/ or hear: (talking- expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date