



EMPLOYEE NAME: \_\_\_\_\_

Revised: 5/00; 4/01; 4/02; 4/04; 1/10; 10/12; 3/15; 1/17; 6/18; 2/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Hiring	<b>JOB CODE:</b> 473B or 473C
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Annual Central Office or Professional/Supervisory Support Annual
<b>DEPARTMENT:</b> Employment	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Senior Executive Director, Employment	<b>PAY GRADE:</b> CS1 (5, 6, or 7) or Rank C (NK03)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership, resources and consultative services on all employment activities within assigned group related to the hiring and retention of classified and certified employees including compensation, benefits and employee relations.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree required; Master Degree preferred
2.	Certification/License Required: Valid Georgia Teaching or Leadership Certificate preferred; PHR or SPHR certification preferred
3.	Experience: 5 years successful work experience in education as an Assistant Principal or in an HR related position; educational leadership experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; demonstrated leadership experience; ability to organize and prioritize; critical thinking skills in problem solving and decision-making; computer competence (ie, MS Windows, data bases, etc.)

*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.	Oversees the clearance of applications and authorizes applicants for hire in the HR database.
3.	Manages all employment activities for assigned levels; including recruiting, employment, resignations, promotions, transfers, reassignments, reelects, compensation, benefits and certification.
4.	Provides guidance to School and Department Administrators on Human Resource laws and District policies to maintain compliance and adhere to best practices.
5.	Determines which recommended candidates receive job offers, communicates the terms of the offer and communicates with the hiring Administrator throughout the process.
6.	Provides input to the Senior Executive Director on employment activities, compensation, benefits, policy development, and employee issues.
7.	Serves as a liaison to Administrators, employees and applicants to build positive relationships and resolve employment/employee District level and policy issues.
8.	Assists with planning, coordinating, and implementing job fairs and participates in recruiting events.
9.	Participates in planning, prioritizing, budgeting, and resource allocation for Human Resources
10.	Coordinates the placement of student teachers and interns between school principals and college/university staff.
11.	Assists in on-going facilitation of internal and external movement of staff due to allotment changes.
12.	Offers guidance to Administrators, employees and applicants on certification/testing requirements based on job descriptions and specific staffing needs.
13.	Provides direction on questions related to contracts, resignations and tenure throughout the school year.
11.	Supervises and evaluates direct report employees.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_