

# NOTTOWAY COUNTY PUBLIC SCHOOLS

## Excellence in Education

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Position Title:	Director of Human Resources and Public Relations
Terms of Employment:	12 Months/8 hours per day
Supervisor:	Division Superintendent
FSLA Status:	Exempt

### General Description

Responsible for providing day to day direction and support in the areas of public relations, community engagement, recruitment, equal opportunity/ affirmative action programs, teacher licensure, employee relations, training and human resource information systems. Performs work under broad departmental policies and established objectives and interprets policy on own initiative; decisions/actions impact the entire system. Position requires extensive professional judgment; contacts are regularly and frequently made at all organizational levels within and outside the school system to execute and explain programs and policies. Directs and evaluates the work of highly technical or professional support staff.

### Preferred Minimum Qualifications

Master's degree in education, business administration, human resources, psychology, or a related field. Minimum of five (5) years of increasingly responsible experience in human resources administration, including supervisory experience, administering personnel policies, procedures, and programs, or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited in this job description. Administrative experience in a school system is strongly preferred. SPHR certification is preferred. Valid VA Driver's License; this position requires the incumbent to drive.

### Essential Job Functions

- Responsible for the recruitment and selection of all classes of professional and support employees, which includes advertising, screening, interviewing, and recommending candidates for employment. Maintains close contact with all departments and schools in planning and anticipating staffing needs. Monitors student enrollment to develop projections for staffing needs. Works closely with the Director of Finance for staffing and position control. Makes recommendations to the Division Superintendent regarding staffing needs.
- Prepares and monitors the departmental budget, in collaboration with the Director of Finance and under the direction of the Division Superintendent.
- Processes employment actions to include new hires, re-hires, transfers, discipline, leave, separations (e.g., resignations, retirements, terminations, etc.), vacations, absences, and/or extra-allowance. Works closely with the Director of Finance for the administration and distribution of annual contracts.
- Monitors compliance with Federal, State, and local laws and regulations. Serves as contact person regarding Affirmative Action/Equal Opportunity issues, Americans with Disabilities Act, and other related legislation. Serves as the division's Title IX Compliance Officer. Interprets EEO/AA policies and procedures. Analyzes applicant employment statistics for the purpose of monitoring EEO/AA status. Develops associated reports and delivers reports to the School Board.
- Develops and executes the recruitment program: scheduling job fairs, developing recruitment materials, scheduling on-site and off-site visits, follow-up and review of candidate credentials, and compilation of recruitment data. Collaborates closely with college and university staff for the placement and oversight of student teachers, monitoring and evaluating the program, as well as making recommendations for modification and improvement. Deliberate focus on recruiting and hiring a diverse pool of candidates, from a variety of backgrounds, races, and ethnicities. Updates and maintains job descriptions.

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- Administers the licensure process for professional personnel, including re-licensure, ensuring that employees are properly licensed in accordance with regulations adopted by the Commonwealth of Virginia Board of Education. Monitors and meets regularly with staff on provisional license to track progress towards obtaining full licensure.
- Works closely with principals and departmental leaders in addressing and/or resolving personnel issues, problems, and grievances. Reviews and recommends disciplinary actions, including suspensions, demotions, non-renewals, and terminations.
- Supervises the Performance Evaluation System for the division. Works closely with principals and departmental leaders to ensure compliance with required, on-going evaluation processes and/or activities.
- Leads the division's new employee on-boarding program, including orientation for new teachers, the Mentor Teacher program. Oversees the exit interview process for all personnel leaving the division.
- Develops and maintains a records management system for personnel, including employment, transfer, tenure, retirement, leave, promotions, etc. Supervises and monitors statistical applicant and staff data collection and reporting.
- Develops, directs, and executes the division public relations program: responsible for the opening convocation and the entire production of the program; leads the calendar committee in the development of the school division's calendar; updates and organizes the division's Parent/Student Handbook; develops and coordinates with principals and other pertinent staff the division's crisis plan, safety audits, and other related functions; and serves as the division's Ombudsman, receiving and coordinating with the Division Superintendent to respond to concerns and/or questions related to Nottoway County Public Schools.
- Supervises and evaluates the work of the director and/or supervisor of maintenance.
- Performs other duties as assigned.

### Budgetary Responsibility

Develops and administers, in coordination with the Director of Finance and under the direction of the Division Superintendent, the department's budget, including operating and/or grant funds.

### Report Preparation

Develops and submits written reports regarding status of any of the aforementioned specific job functions.

### Equipment Operation

Uses a personal computer and/or laptop, standard office equipment, and other equipment related to assigned area.

### Contacts

Contacts are made at all levels within and outside the school system and require the handling of highly sensitive information with the general public, NCPS employees, school board members, elected and appointed state and local government officials, state and/or federal agency officials, internal employees, applicants, college/university officials, and/or personnel/HR officials from other school divisions.

### Work Direction/Supervision

Provides leadership and supervision to all employees assigned to Human Resources.

### Decision Making

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Responsible for independent decision making, based upon professional judgment. Decisions impact the entire school division and extend into the community.

### Formal Policy-Setting Responsibilities

Responsible for developing and revising - in collaboration with the School Board Clerk and under the direction of the Division Superintendent - as well as interpreting policies related to Human Resources and community relations.

### Physical Demands

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; to hear, understand speech, and speak in audible tones so that others may understand clearly at normal levels indoors and on the telephone. Physical agility to drive, bend, stoop, sit on the floor, climb stairs, walk, and reach overhead.

### Work Environment

While performing the duties of this position, the employee regularly works in an office environment. The noise level in the work environment is quiet.

### Knowledge, Skills, & Abilities

Comprehensive knowledge of the principles and practices of all areas of human resource management as well as related federal and state laws and related school board policies and procedures. Considerable knowledge of budget and project management principles and practices and human resources automated systems. Demonstrated ability to forecast staffing needs; to plan, organize, and direct a complex organizational component; to supervise and evaluate others performing professional work; to communicate effectively; to analyze, interpret, and apply HR laws, regulations, and guidelines; and to analyze and resolve conflicts that may be confidential, sensitive, and/or difficult in nature. Demonstrated skill in negotiation strategies, strategic planning, conflict resolution, learning styles, and effective training techniques; possess highly developed interpersonal, problem-solving, decision-making, and leadership skills.

*Nottoway County Public Schools assures Equal Employment Opportunities for employees as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position's activities and requirements; however, the administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position and does not imply an employment contract.*