

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0059  
Pay Grade: C08

FLSA: -Exempt  
Administrative

<b>ASSISTANT DIRECTOR, HUMAN RESOURCES/PROFESSIONAL DEVELOPMENT</b>
<p><b>REPORTS TO:</b> Assistant Superintendent, Human Resources Services Director, School Leadership</p>
<p><b>SUPERVISES:</b> Support Staff</p>
<p><b>QUALIFICATIONS:</b> Master's degree from an accredited college or university in Educational Leadership, Business Administration, Human Resources, Public Administration or related field; or Bachelor's Degree in Business Administration, Human Resources or related field and three (3) years related administrative experience. Demonstrated increasingly more responsibilities in the technical and administrative personnel management realm within a large district/business.</p> <p><b>PREFERRED:</b> Experience as a school-based administrator with strong background in Human Resources Designation of Society of Human Resources Management (SHRM), Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), or Certified Compensation Professional (CCP).</p>
<b>MAJOR FUNCTION</b>
<p>Directly responsible for the transformational process of the Scale-Up Schools through recruiting, evaluating, interviewing, and hiring the best candidates for all positions that support student growth in a select number of schools.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Creates effective and efficient processes for recruitment, placement, and retention of a high performing, diverse workforce in collaboration with the Human Resources Division.</li> <li>• Applies knowledge of federal and state regulations, bulletins, transcripts, course contents, Board policy, and other pertinent data in providing interpretation, guidance, and direction to all employee groups</li> <li>• Keeps current with legislative and State Board of Education changes that impact requirements for personnel</li> <li>• Researches and implements best practices in Human Resources management</li> <li>• Oversees preparation of personnel recommendations for approval</li> <li>• Confers with all employees in the selected schools on general personnel matters to investigate and resolve human relation situations</li> <li>• Works with Compensation and Payroll for implementation of salary payments and procedures</li> <li>• Serves as a liaison with appropriate stakeholder groups</li> <li>• Attends workshops or other appropriate training on related issues</li> <li>• Partners with state, local, and community stakeholders including institutions of higher learning</li> <li>• Collaborates with the Technology Information System (TIS) department in the development of reports and information regarding compliance with district policy and federal and state statutes</li> <li>• Provides leadership and supervises, trains, and evaluates staff</li> <li>• Assists with teacher placement based on units allocated to select schools</li> <li>• Monitors minority ratio of staff in compliance with stipulated agreements</li> </ul>

**ASSISTANT DIRECTOR, HUMAN RESOURCES/PROFESSIONAL DEVELOPMENT**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"> <li>• Supervises the processing of employment applications which includes checking references, qualifications, and making a final evaluation of all applicants through the Human Resources Division</li> <li>• Approves all employment offers through the Human Resources Division</li> <li>• Works in collaboration with other administrators and supervisors in personnel placement</li> <li>• Manages the reappointment and transfer process for all personnel</li> <li>• Oversees compliance processes and responds to complex queries, including audits</li> <li>• Provides leadership for personnel services consistent with labor agreements and School Board policies</li> <li>• Ensures that personnel processes are aligned with bargaining agreements</li> <li>• Performs related duties as required</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 02/24/16 CH; BOARD APPROVED: 03/15/16</p>

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors	X				
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Assistant Director, Human Resources/Professional Development – ADM