

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Executive Director for Personnel Support and Instructional Leadership

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is to coordinate the functions of the Human Resources Department, foster professional standards, participate on the district negotiations team, develop leadership capacity through the Aspiring Leaders Program and the Regional Principals Academy. In addition, this position requires the leader to be the liaison with the larger community on school district matters, initiate mentor programs where needed and supervise volunteer programs and mentors as well. The position is responsible for supervising professional and support staff, ensuring District compliance with applicable laws and regulations, planning and directing all human resource functions, and performing related professional, administrative and supervisory work as required. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and report.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Administers human resource functions for the District, including employee recruitment and selection, employee discipline and employee relations, and related services.

Serves as a member of the District's Executive Leadership Team with high levels of accountability and decision-making responsibilities.

Maintains communication with the leadership of the United Teachers of Monroe, plans and discusses mutual goals and understands needs and participates on the district team in joint collective bargaining efforts.

Identifies candidates for leadership opportunities and provides support to the District's Aspiring Leaders through programs and training. Supervises Principal Preparation Programs and training. Develops and enhances creative leadership opportunities in schools.

Supervises duties of assigned staff in the areas of human resources and employee benefits, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares annual employee performance evaluations.

Prepares and administers the department's annual budget.

Formulates, recommends to the Superintendent and School Board, implements and administers policies

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and procedures related to improved personnel management practices.

Provides in-house consulting for District administrators and staff; provides information to and assists supervisors in resolving employee relations and work performance problems in accordance with District policies, procedures and all pertinent laws and regulations.

Develops and conducts training to instruct volunteers and mentors in critical skills for supporting students and teachers.

Ensures District compliance with Equal Opportunity and ADA regulations; provides related training for personnel and prepares and submits reports as required.

Works with others to project student population growth, both long-range and short-range, for the District; determines staffing needs for schools and programs.

Ensures that all District staff obtain and maintain adequate certification as necessary.

Supervises the areas of teacher certification and employee performance evaluation.

Recommends to the District Superintendent employee promotions, transfers, reassignments, leaves of absence and termination.

Supervises a system for record-keeping, processing of new employees and volunteers, and preparation of contracts for all personnel.

Provides counseling to all employees on any personnel matter which cannot be resolved by his/her supervisor; conducts investigations and holds grievance hearings.

Attends and presents personnel issues for consideration at meetings of the School Board and represents the district's programs and initiatives in the community.

Assists in developing District long-range strategic plans for growth and development.

Receives and responds to employee inquiries, concerns and complaints regarding personnel policies and procedures and department services.

Represents the District at various professional and community meetings as appropriate.

Compiles data and reports as necessary to meet legal requirements or state reporting requirements.

Performs general administrative/clerical duties as required, including but not limited to preparing correspondence, entering and retrieving computer data, copying and filing documents, sending and

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receiving faxes.

Attends training, seminars and conferences, and conducts research to stay abreast of legislation and trends in human resource administration.

Conducts himself/herself in accordance with the Monroe County School District's Mission Statement and the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida promulgated by the Florida Education Standards Commission.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, scientific, clinical, spiritual, or other professional principles.

### **Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the development and administration of organization-wide programs and policies that impact the operations of two or more major departments or three or more minor departments.

### **Mathematical Requirement:**

*"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

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Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

**Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

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*“Education Requirements” refers to job specific training and education required for entry into the position.*

Master’s degree in Educational Leadership and experience as an elementary, middle or high school principal is required.

Doctoral degree in Education is preferred.

**Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

SPHR or PHR certification is preferred.

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

**PHYSICAL DEMANDS:** *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks*

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*required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Superintendent

**Supervises:**

Human Resources Department, Benefits Management, Professional Development, Volunteers

PAY GRADE: From: D141A1 To: D141O3

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 4/28/2020