

**JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION
HUMAN RESOURCES MANAGER**

Qualifications

- Knowledge of Human Resources and employee benefits
- Knowledge of Microsoft Software Products
- Strong communication and analytical skills
- Productive and efficient work habits
- Ability to effectively manage people

Essential Functions and Responsibilities Human Resources

1. Coordinate and administer all aspects of recruiting and hiring of system personnel.
2. Monitor and implement state requirements for employee information reporting.
3. Analyze employee benefit plans.
4. Develop cost savings plans
5. Maintain up-to-date database of certified/licensed employee information including hiring dates, degrees, licensing and endorsements, NCLB highly qualified status, years experience, and other applicable data.
6. Maintain and up-to-date file of applicants for certified and classified positions, with a retention life of two-years from receipt of application.
7. Maintain an up-to-date listing of “approved” substitute teachers.
8. Coordinate and conduct new employee orientation sessions to include:
 - a. New Teacher and Mentor Orientation
 - b. Substitute Orientation
 - c. Criminal Background Check fingerprinting for all employees
 - d. DCS checks
9. Plan and schedule annual spring interviews for teacher applicants residing in the local region.
10. Communicate with employees regarding benefits, salary, hours, work schedules, holidays, and other work related issues.
11. Assist all certified personnel regarding renewal of license in a timely manner.
12. Communicate with other system level directors, building principals, and system coordinators regarding personnel needs.
13. Serve at the discretion of the Board of Education on the “Teacher Negotiations Team.”
14. Responsible for updating the Board of School Commissioners on Personnel Policies.
15. Coordinate Career Ladder program contracts.
16. Perform other duties as assigned by the Director of Schools.