

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Director of Personnel
Reports To:	Superintendent
Position Status :	12-month administrative contract (Section 3319.02 – ORC)
FLSA Status:	Exempt
General Description:	Administer all human resources and labor relations functions within the District.
Qualifications:	<ol style="list-style-type: none"> 1. Valid Ohio Administrative license as Staff Personnel Specialist or Superintendent. 2. Master’s degree or higher from an accredited college or university with strong areas in administration, curriculum and instruction, and human resources. 3. Successful experience as a teacher, administrator. 4. Knowledge of proper personnel procedures and Ohio School Law. 5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 6. Good health, high moral character, and good attendance record. 7. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom and office areas of District facilities. 2. Exemplary communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. * Administer Personnel Department functions in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Provide for the recruitment, selection, retention, and development of all District staff. 3. * Monitor all certification and licensure processes for District staff. 4. * Make employment recommendations for District staff. 5. * Oversee the assignment, supervision, and evaluation of all District administrators, instructional, and support staff. 6. * Administer all necessary data collection, record keeping, and reporting for personnel services as required by the Ohio Department of Education, the United States Department of Education, and the District. 7. Provide leadership to the Local Professional Development Committee and promote and support professional development programs for District staff. 8. Work in conjunction with Pupil Services to promote instructional services and support for special needs 	

students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan.

9. Provide leadership in all District labor relations, collective bargaining negotiations, and employment contract implementation and interpretation.
10. Develop and maintain positive relationships and timely communications with students, parents, District staff, and the community.
11. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
12. Make recommendations to the Superintendent concerning major changes in programs and/or policies affecting the District and personnel.
13. Coordinate budget preparation and implementation relating to the Personnel Department.
14. Meet professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
15. Respond to specific requests from the Superintendent on matters affecting the program and operation of the District.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues and personnel-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.