



**LIMESTONE CHARTER ASSOCIATION, SOUTH CAROLINA
DIRECTOR OF HUMAN RESOURCES**

GENERAL STATEMENT OF JOB

Under limited supervision, develops, implements and applies personnel policies for all employees of the School District, ensuring compliance with all applicable federal, state and local regulations; plans and directs all human resource functions, including but not limited to employee recruitment and selection, employee relations, benefits administration, compensation and classification, and related functions. Supervises and evaluates the work of member schools, and performs related professional and administrative work as required. Reports to the Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Administers human resource functions for the District and member schools, including employee recruitment and selection, compensation and classification, benefits, employee relations and related services.

Supervises the duties of employees over Human Resources for each of the districts' member schools, to include creating the district ADEPT Plan, overseeing ADEPT Evaluations of member schools, providing adequate resources for principal evaluations, processing renewal credits for district and member school employees, and maintaining state level reports such as the professional certified staff reports.

Formulates, recommends to the Superintendent, implements and administers policies 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 managers and supervisors in human relations skills, conflict resolution, sexual harassment issues, drug awareness and human diversity issues, and various other issues pertaining to employee management.

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

Projects student population growth through the addition of new member schools (long-range and short-range) for the District; determines staffing needs for the district in accordance with school growth and district needs.

Completes studies and makes recommendations regarding compensation and pay policies for District Employees; administers the salary and compensation plans as adopted by the Board.

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

Provides leadership for staff orientation, development and improvement.

Develops and administers employee performance evaluation processes.

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

Provides and directs a system for personnel record-keeping, processing of new employees, and preparation

of contracts for all personnel.

Provides counseling to all employees on any personnel matter which cannot be resolved by his/her supervisor.

Attends and presents personnel issues for consideration at meetings of the Board of Trustees.

Assists the District in its efforts to interpret to parents, the public and the media the nature of the District's needs and goals.

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 division services.

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

Prepares and/or processes studies, reports, policies and procedures, performance evaluations, memos, correspondence, etc.

Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, etc.; uses clerical, copier, computer supplies.

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

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.