

Job Title:	Director Support Personnel	Wage/Hour Status:	Exempt
Reports to:	Executive Director Talent Acquisition and Personnel Administration	Pay Grade:	108
Dept/School:	Human Resources	Date Revised:	July 30, 2019

Primary Purpose

Select support personnel able to meet goals and standards of the District. Direct and manage the District recruitment program to ensure recruitment of qualified personnel. Manage District application and screening processes and ensure the District is represented as a competitive and viable employer.

Qualifications**Education/Certification**

Master's Degree
Valid Texas Principal or Mid-Management Certificate

Special Knowledge/Skills

- Knowledge of selection, training, and supervision of personnel
- Knowledge of wage and salary, benefits and employee communications programs
- Knowledge of employment laws and hearing procedures
- Ability to interpret policy, procedures and data
- Ability to manage budget and personnel
- Ability to utilize technology and applicable software
- Strong communication, public relations, and interpersonal skills

Experience

Five (5) years administrative experience in human resource management and/or public school administration

Major Responsibilities and Duties**Instructional and Program Management**

1. Coordinate the recruitment, selection, and placement of support personnel to accomplish efficient daily operation of District campuses and departments.
2. Ensure support personnel are assigned to positions for which they are qualified to include applicable licensure or certification.
3. Assist the Staff Development Department in presenting programs on personnel interviewing processes.
4. Confer with principals and department supervisors to ensure staff assignments promote a positive organizational climate.
5. Assist principals and department supervisors in the selection of personnel to ensure success of District improvement goals.
6. Communicate the mission of the District to prospective employees and community representatives.
7. Research legislative mandates pertaining to personnel responsibilities and requirements.

Personnel Management

8. Confer with principals and department supervisors regarding vacancies, personnel matters, and interpretation of personnel policies.
9. Use effective methods in recruitment, screening, selection, and assignment of personnel.
10. Maintain accurate records and files relating to personnel assignments.
11. Assist with personnel reports.
12. Serve on screening and interview committees for promotional positions.
13. Coordinate staffing and budgeting reviews for the next school year
14. Confer with and counsels employees regarding respective assignments and performance.
15. Consider all requests for changes in assignments and process transfers and reassignments
16. Ensure compliance with Civil Rights Laws regarding employment opportunity.

Employment

- 17. Direct the employment application and screening processes.
- 18. Assist principals, department supervisors and staff on the use of the District on-line application process.
- 19. Support campus and district administration in the development and revision of job descriptions.
- 20. Manage the employee transfer process for campus personnel.

Other

- 21. Assist with compiling and reporting projections of staff and facility needs.
- 22. Ensure campus staff is charged to appropriate funding sources.
- 23. Comply with policies established by federal and state law, State Board of Education rule, and local Board policy.
- 24. Remain current in all aspects of the education personnel field.
- 25. Coordinate with Employee Relations in the annual update of the Employee Handbook.

Supervisory Responsibilities

Supervise assigned personnel.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; occasional travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.