

**Director Human Resources**  
**New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: Human Resources**

**TITLE:** Director

**QUALIFICATIONS:**

1. Master's degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. Seven or more years experience in school administration or equivalent experience.
3. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:** Assistant Superintendent of Human Resources

**JOB GOAL:** To assist the assistant superintendent with all human resources services.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Liaison to the Assistant Superintendent of Human Resources in planning, developing, coordinating and evaluating the operations of the Human Resources Department.
3. Provide advice, support and assistance by interpreting policies and procedures and by counseling directors, administrators, employees and other government agencies on employment, record keeping, action/improvement plans, grievances and other personnel matters.
4. Plan, direct, supervise, assign and evaluate the school's recruitment activities, such as applicant interviewing, determination of applicant qualifications, establishment and maintenance of registers of eligible candidates, certification of applicants, background investigations and reference checks.
5. Investigate, analyze and formulate methods for handling special projects; oversee projects to completion and evaluate final results; prepare and review various reports; advise and direct human resource staff on a variety of non-routine matters.
6. Maintain online professional development system, making modifications as needed; keep accurate records for all NHCS employee renewal credits and for Title II purposes.

7. Administer the school system compensation and performance evaluation programs, including job descriptions, salary schedules and position reclassifications.
8. Manage, coordinate and act as contact for the Federal Title II grant program; responsible for Title II budget management as well as federal financial and compliance requirements.
9. Supervise and evaluate the Beginning Teachers Program and site based mentors training, assignments and stipend.
10. Investigate, analyze and make decisions regarding personnel problems and/or issues.
11. Supervise training and implementation of the online educational evaluation system for certified personnel.
12. Facilitate the development of systems, policies, and procedures to streamline operational functions and minimize duplication of efforts and redundancies within the school/department offices.
13. Develop methods for interaction between employees and managers concerning job responsibilities in order to enhance job satisfaction; solve job-related problems and improve organizational effectiveness; assist in creating an environment that emphasizes a commitment to service.
14. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
15. Perform other duties and responsibilities as requested by the Assistant Superintendent of Human Resources.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA V

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved personnel programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.