

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

**Qualifications**

- Experience in Human Resources functions and employee benefits
- Minimum of Bachelor's degree in Human Resources or related field and 5+ years experience in Human Resources management
- Knowledge of Microsoft Software Products
- Strong communication and analytical skills
- Productive and efficient work habits
- Ability to effectively manage the Human Resources Department
- Ability to effectively manage people

**Essential Functions and Responsibilities**

1. Maintains legal compliance in all areas of HR operations.
2. Coordinate and administer all aspects of recruiting and hiring of system personnel in compliance with all state and federal laws.
3. Monitor and implement state and federal requirements for employee information reporting.
4. Analyze employee benefit plans.
5. Monitor and track employee Family and Medical Leave Act usage.
6. Develop cost savings plans and procedures.
7. Ensure 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 are maintained.
8. Coordinate and administer the on-line applicant tracking system for certificated and classified personnel.
9. Ensure an up-to-date listing of "approved" substitute teachers is maintained.
10. Coordinate 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
11. Plan and schedule annual recruiting fairs and screenings for teacher applicants residing in the local region.
12. Communicate with employees regarding benefits, salary, hours, work schedules, holidays, and other work related issues.
13. Assist all certified personnel regarding renewal of license in a timely manner.
14. Communicate with other system level directors, building principals, and system coordinators regarding personnel needs and employment law compliance.
15. Serve at the discretion of the Board of Education on the "Teacher Negotiations Team."
16. Responsible for updating the Board of School Commissioners on Personnel Policies.

17. Assists in the implementation of those Board goals and objectives related to the Human Resources Division.
18. Coordinate Career Ladder program contracts.
19. Americans with Disabilities (ADA) Coordinator.
20. Assists in the personnel grievance process to include coordinating investigations.
21. Coordinate United Way employee pledge drive and student drive.
22. Maintain professionalism, confidentiality, and a positive attitude.
23. Perform other duties as assigned by the Director of Schools.