



Job Title:	Director of Human Resource Development	Wage/Hour Status:	Exempt
Reports To:	Associate Superintendent of Human Resource Services	Pay Grade:	Professional Pay Grade 5
Dept. /School:	Administration Building	Date Revised:	1/31/2012

Primary Purpose:

Direct the Human Resource Service Department initiatives to ensure the recruitment and retention of qualified personnel. Direct the District's Mentoring and Induction Program and the Substitute Management System. Oversee district efforts to provide training and development opportunities to ensure employee compliance and the human resource development of professional and support staff.

Qualifications:

Education/Certification:

Master's degree; Mid-Management Administration Certification or equivalent; Texas Teaching Certification

Special Knowledge/Skills:

Knowledge of the selection, training and development of personnel
Knowledge of Mentoring/Induction program components
Ability to interpret policy and procedures
Ability to develop and deliver effective training to adult learners
Ability to provide leadership and direction for Human Resource Services initiatives
Excellent interpersonal skills
Excellent oral and written communication skills
Strong public relations skills
Working knowledge of certification laws, guidelines/requirements, Texas Education Code, District policies
Willingness to travel (in-state and out-of state)
Effective use of technology

Experience:

Three years of classroom teaching experience.
Three years of successful administrative experience or an equivalent amount of personnel management experience in the private sector. Campus Administration experience preferred

Major Responsibilities and Duties:

Recruiting:

1. Plan, oversee and participate in district participation at area College/University Career Fairs.

2. Develop and provide leadership for district internal Job Fairs to create a quality applicant pool of fully certified/highly qualified teachers.
3. Utilize staffing projections and campus needs to organize appropriate critical needs Job Fairs.
4. Evaluate applicant pool and respond to inquiries relating to recruitment, screening and placement of candidates.
5. Accumulate and maintain recruiting data and communicate recruiting efforts and effectiveness.
6. Work with the Communications Department and appropriate vendors to design, purchase and maintain materials and displays to promote the district in a positive and professional manner.
7. Oversee student teacher partnerships with Universities and Teacher Preparation Programs and placement of interns.
8. Develop a formal district evaluation of student teachers for perspective hire.
9. Organize student teacher orientations and training opportunities.
10. Develop "grow your own" initiatives for support staff interested in pursuing a teaching career.
11. Oversee district requests for observations by perspective teachers.
12. Develop and monitor the annual budget for district recruiting initiatives.

Retention:

13. Provide leadership and direction for the continued development of the district's Mentoring/Induction Program. (KEEPS).
14. Provide accessibility to support, guide, and assist new teachers with academic, professional and personal needs support.
15. Develop formal Mentor training and evaluation of Mentors.
16. Develop and maintain appropriate communication outlets for the KEEPS Program to support professional and personal connections.
17. Maintain and analyze district retention data for data-driven decision making.
18. Review employee exit interview and staff surveys for retention trends and exiting data.
19. Explore district initiatives in response to staff input regarding retention efforts.
20. Develop and monitor the annual budget for district retention efforts.

Substitute Management:

21. Provide leadership to the Substitute Management System including the training and evaluation of perspective substitutes.
22. Provide leadership to the campus administration regarding substitute procedures and policies.
23. Evaluate substitute fingerprint results.
24. Partner with campus administration in investigating substitute concerns.
25. Review data related to employee absences and substitute fill rates for data-driven decision making.
26. Oversee online and printed Substitute Communications.
27. Develop initiatives to recruit and retain a quality substitute pool.
28. Develop training opportunities for improved Substitute performance in the classroom.
29. Oversee duties and responsibilities of the Aesop Substitute Coordinator in the daily maintenance of the substitute system and records management.

Employee Relations and Development:

30. Work cooperatively with campus and central administrators for Human Resource Services to meet staffing needs and employee development needs.
31. Provide leadership and direction in training and development initiatives that support the Human Resource Services goals and objectives.
32. Develop opportunities for ethics, integrity and compliance based training for all employees.

Professional Growth and Development:

33. Participate in professional associations related to Human Resource Services, Recruiting, Retention and Human Resource Development.
34. Maintain a professional dialogue with administrators from other school districts to generate successful collaboration, planning and sharing of ideas.
35. Remain abreast of the current trends that relate to the improvement of

human resource functions and personnel development.

36. Use information and insights provided through assessment instruments, evaluative feedback from supervisors and professional programs to improve job performance.
37. Assist in the articulation of the District's mission to the community.
38. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate support staff assigned to the Substitute Management and Human Resource Development functions of the Human Resource Services Department.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district-wide and state-wide travel; occasional prolonged and irregular hours.

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