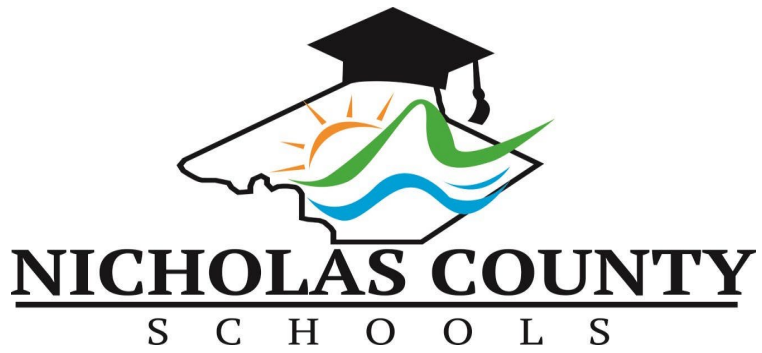


Board Members

Chip Perrine, President
Roy Moose Vice President
Phil Berry, Member
Steve Ferguson, Member
Rick Green, Member



Superintendent

Dr. Donna Burge-Tetrick

400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

Job Description

Position: Personnel Director/Human Rights Officer

Classification: Professional

Reports to: Superintendent

Evaluation: Evaluations conducted as defined in West Virginia Board of Education Policy 5310.

FLSA Status: Exempt

Supervises: Personnel Department staff, substitutes, volunteers.

Qualifications:

1. Master's Degree or higher from an accredited college or university in Human Resources or Juris Doctorate (preferred),
2. Administrative/managerial work, to include three (3) to four (4) years' experience within a senior management position; or an equivalent combination of education, training, and experience.
3. Criminal background check per WV Code §18A-5-15c and/or §18A-3-10, as appropriate

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgement in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in the practice of ethical principles and democratic values.

GENERAL DESCRIPTION OF DUTIES:

Under direction of the superintendent, the purpose of the position is to administer the planning, organization, and direction of all human resource functions for Nicholas County Schools. Incumbent performs highly complex, managerial and strategic work with responsibility for areas including, but not necessarily limited to, recruitment and assessment, classification and compensation, employee assistance, benefits/health and safety, employee and labor

relations, background investigations, and training and organizational development. Employees in this classification administer functions under charge in compliance with School Board guidelines. Incumbent exercises critical judgment and considerable initiative in administering the direction of human resource functions. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs, implements and supervises Nicholas County Personnel and Human Rights Department;
- directs and manages all human resources functions to ensure the accomplishment of School Board schedules, goals and objectives;
- develops, evaluates and implements policies and procedures to promote maximum office efficiency and effectiveness.
- Evaluates and improves selection procedures, hiring practices of all personnel, classification and pay practices, and training/organizational development of programs for school administrators.
- Directs planning, scheduling and coordination of programs under charge, i.e., recruitment and assessment, selection and placement, classification, management development, employee assistance, and organizational development. Coordinates the appropriate assignments of positions for the district. Maintains adequate administrative pool and personnel records.
- Supervises and coordinates the implementation of legislatively mandated instructional and administrative certification programs.
- Recommends to the Superintendent all personnel assignments, transfers, dismissal, promotions and terminations. Administer the established procedures to conduct applicant/employee background checks and fingerprinting. Coordinates Professional Development Committee and other committees as assigned.
- Plans, develops, and revises personnel management policies in accordance with state legislation for submission to the Board for adoption.
- Prepares reports relative to policy development and implementation, recommending solutions or courses of action regarding human resources management functions. Represents the agency at various conferences, seminars and public professional meetings for the dissemination of information and continuing education programs.
- Maintains open and effective communication with all levels of employment for the dissemination of information and effective departmental operations.
- Performs other duties as directed.

KNOWLEDGE SKILLS AND ABILITIES:

- Skill in clearly communicating information both verbally and in writing.
- Skill in preparing documents and composing fiscal letters and memoranda.
- Skill in establishing and maintaining effective working relationships with executive staff, School Board, management, government agencies and the general public.
- Skill in working with considerable independence to carry out tasks to completion.
- Skill in performing duties with a professional and cooperative work ethic; ability to maintain confidentiality.
- Ability to work flexible hours necessary for the efficient operation of the department.
- Expert knowledge of the terminology, job content and qualification requirements of a variety of occupations. Considerable knowledge of recent developments, current literature and informational resources in the field of personnel administration.
- Expert knowledge of state and federal laws and regulations governing Personnel and Human Resource

administrative policies and procedures.

- Expert knowledge of basic School District work policies and guidelines; expert knowledge of departmental practices and procedures.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised 6.2023