

shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director of Human Resources

GENERAL RESPONSIBILITIES

1. Assists the Executive Director with maintaining and enhancing the District's Human Resources.
2. Plans, develops and implements effective Human Resources programs.
3. Determines effectiveness of current Human Resources programs, policies and procedures and develops/implements strategies for improving areas within Human Resources.
4. Responsible for the overall administration, coordination, goal setting and evaluation of assigned Human Resources Team.
5. Works with Executive Director to ensure compliance with School Board policies, State Board Rules, Florida Statutes and Standard Operating Procedures.

SPECIFIC RESPONSIBILITIES

1. Develops programs, budgets, and collateral (e.g. brochures about the district and employment opportunities), and recommends appropriate policies and procedures to meet department objectives.
2. Participates in the establishment of strategic goals and objectives for Human Resources programs.
3. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
4. Provides advice and counsel on Human Resources issues.
5. Develops and maintains a network of contacts and builds business relationships with other Human Resources professionals to assist in implementing best practices.
6. Coordinates participation in, sets up display, and works at job fairs; organizes and implements the annual district Recruiting and Transfer Fairs.

7. Utilizes online resources to identify and recruit candidates.
8. Provides District to potential applicants, volunteers and employees.
9. Coordinates communications with applicants, volunteers, vendors and employees.
10. Develops partnerships with other agencies to create ways to recruit and retain people in education.
11. Works with site based administrators to ensure Human Resources policies and procedures are being consistently implemented throughout the district.
12. Allocates department resources by developing and monitoring assigned budgets, and makes recommendations to the Executive Director.
13. Creates programs/reports by collecting, analyzing and summarizing information and trends.
14. Completes division operational requirements by scheduling, assigning and training division employees; following up on work results; participating on assigned committees.
15. Assists in developing positive labor relations by participating as an active member of the collective bargaining teams as assigned by the Executive Director; assisting in resolving grievances; advising administrators on contract issues.
16. Contributes to the team effort by accomplishing related results as needed.
17. Uses Angel resources to communicate with teachers and administrators about HR policies and procedures.
18. Performs other duties as assigned.