

SILVER FALLS SCHOOL DISTRICT
Job Description

Job Title: **DIRECTOR OF PERSONNEL/CURRICULUM**

Reports To: Superintendent

Evaluated By: Superintendent

JOB GOAL: To use leadership, supervisory and administrative skills so as to promote the recruitment and development of quality staff and to coordinate the curriculum program for the Silver Falls School District.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Masters Degree with a minimum of five years of successful teaching experience .
2. Appropriate Administrative License (emphasis in educational administration preferred).
3. Experience in various aspects of school administration and other qualifications the Board may find appropriate and acceptable.
4. Knowledge of the administrative/support services which a school system provides.
5. Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements.
6. Ability to provide leadership in the supervision of all school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the district's instructional program.
7. Ability to facilitate the development, revisions and evaluation of the curriculum and instructional services for the district.
8. Ability to coordinate labor relations and contract negotiations.
9. Ability to provide the fiscal officers with the information necessary for proper payment of salaries, wages, and benefits for both licensed and classified employees.
10. Ability to assemble and maintain permanent employee records of all district employees to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, retirement, leave, promotion, and etc.
11. Ability to coordinate and assist the administrators in the recruitment, interviewing, and placing of licensed and classified employees.
12. Ability to formulate and implement a program for the dissemination of vacancy information, application processing, and the verification of qualifications.
13. Ability to assist other administrators in decisions regarding assignments, transfers, dismissals, promotions, and employment recommendations for the superintendent and the board of directors.
14. Ability to assist other administrators in the evaluation of employees under intensive review and evaluation all probationary teachers.
15. Knowledgeable of governmental statues, regulations, and rules relating to personnel administration, and ability to advise interested parties of the provisions of the law.
16. Ability to counsel with employees to resolve complaints, difficulties, and other matters related to personnel management, and to work with other administrators on difficult or sensitive personnel matters.

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17. Ability to prepare district level personnel reports that are required by law or are requested by the superintendent.
18. Ability to coordinate the district's curriculum program grades K-12 in conjunction with the superintendent, principals, department heads, and teachers.
19. Ability to serve as liaison with the transportation contractor and managing same contract .
20. Ability to serve as liaison between the district and community, interpreting activities and policies of the district and encouraging community involvement with the district.
21. Ability to provide direction to others and to make independent judgments.
22. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community .
23. Ability to maintain confidentiality.
24. Ability to communicate with individuals of varied cultural and educational backgrounds.
25. Ability to keep and maintain accurate records and to meet deadlines.
26. Perform physical requirements which may include:
 - A. Moderate to extensive degree of physical and emotional stamina
 - B. Frequent and prolonged standing, walking and sitting
 - C. Frequent and prolonged talking/hearing conversations
27. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Coordinate and assist in the recruiting, interviewing, screening, hiring, training, assigning and the evaluation of licensed and classified staffs.
2. Ensure that staff members are assigned according to appropriate licensure and that licenses are on file.
3. Recommend and implement the district's policies and procedures in the area of personnel, including staff development.
4. Manage personnel/curriculum administrative functions to maintain safe and efficient school operations within district guidelines.
5. Develop and evaluate the district's educational/instructional program to ensure conformance to state and school board standards.
6. Maintain a high level of ethical behavior and confidentiality when dealing with student staff and/or parent information.
7. Coordinate a staff development program to include an annual needs assessment and the arranging of all in-service activities (workshops, speakers, classes, etc.).
8. Serve as a consultant to staff/principals regarding instruction.
9. Assist the superintendent in the district's long range planning for instruction and facilities.
10. Process personnel actions and/or related matters for the purpose of documenting such actions and being in compliance with district policies, administrative regulations and negotiated agreements.
11. Prepare various written documents (e.g. correspondence, reports, analyses, etc.) for the purpose of providing written support and/or conveying information as required.

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12. Represent the district within the community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
13. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field.
14. Participate in administrative meetings, board meetings, negotiation meetings and other such meetings as required or appropriate.
15. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
16. Maintains satisfactory attendance, as defined in District policy and regulations (G CBD/GDBD).

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING
REQUIRED:**

1. Appropriate Administrative License (emphasis in educational administration preferred)
2. Possess a valid First Aid card if required
3. Possess a valid Oregon Driver's License
4. Bloodborne Pathogens Training/Hepatitis B Shot Series Training if required

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of licensed personnel.

I have read and understand the responsibilities and qualifications of this job description.

signature

date

printed name

(January, 2006)