

HR: Assistant Director for Human Resources

<u>Reports to:</u>	Assistant Superintendent for Human Resources
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Appropriate Central Office Administrator Salary Schedule
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **North Carolina related license**
 - **School-based experience preferred**
 - **North Carolina licensure in Administration**
 - **Master's degree in education-related field**
 - **Successful principal experience preferred**

Essential Job Functions:

- Establishes formal and informal mechanisms for maintaining lines of communication between administration and minority employees in the district
- Solicits feedback from educators of color to ensure equity and inclusion
- Develops strategies to recruit and retain a highly qualified workforce with a specific focus on educators of color
- Coordinates district advisory teams, such as the Advisory Team for Recruitment and Retention, Health and Safety Advisory Team and the Support Staff Advisory Council, as needed
- Assists, as needed, with Title IX and other designated investigations
- Collaborates with Office of Academics and Student Support Services to provide training designed to ensure support of a diverse workforce and equitable opportunities for students
- Assists with unemployment claims
- Serves as liaison with Beginning Teacher Program
- Assists with policy development
- Performs other duties and responsibilities as assigned by supervisor

HR: Assistant Director for Human Resources

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries of complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations