

HR: Human Resources Supervisor/Technology Integration Manager

<u>Reports to:</u>	Assistant Superintendent for Human Resources
<u>Supervises:</u>	Human Resources Administrative Assistants
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Finance/HR Supervisor - 71
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **Associate degree preferred**
 - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities**

Essential Job Functions:

- Assists in overseeing the daily operation and processes of the Human Resources Department
- Prepares and maintains employment contracts for all licensed and administrative staff
- Oversees contract renewal process
- Provides various LINQ reports, lists and statistical data as needed
- Assists with ADM allotment process (provides LINQ reports, resolves discrepancies)
- Maintains Human Resources department website
- Facilitates movement to paperless personnel files
- Oversees the implementation and integration of technology systems and processes within the Human Resources Department (i.e. Human Resources Management System; online teacher evaluation system; online system to allow the transition to paperless personnel files and paperless completion of new hire paperwork; online system to track and process employment verifications, etc.)
- Provides on-going management and evaluation of technology systems and processes to ensure that the work within the Human Resources Department is providing the best customer service as possible
- Oversees end-of-year processes in LINQ and State NCLB/Not HQ reporting
- Facilitates teacher plans for becoming Highly Qualified
- Collaborates with Finance on Title II Application
- Oversees yearly process of employee transfer requests and letters of intent
- Assists with ADM allotment process as needed
- Provides technical assistance for the online teacher evaluation system (NCEES)
- Plans/coordinates and assists with various HR functions throughout the year to include Teacher of the Year/Principal of the Year banquets, job fairs, retirement reception, new employee orientation and new teacher induction
- Attends staff development and personnel/licensure meetings to stay abreast of current policies and procedures
- Assists current employees and the general public with inquiries
- Exercises confidentiality in personnel matters
- Performs other duties and responsibilities as assigned by supervisor

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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 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment