

State Job #7472

ASSOCIATE DIRECTOR FOR CLASSIFIED PERSONNEL

TITLE: Associate Director for Certified Personnel

REPORTS TO: Director of Human Resources

SUPERVISES: Administrative assistants

JOB FUNCTION: Provides services for buildings and departments and maintains records for certified personnel

DUTIES AND RESPONSIBILITIES:

- Assists in reviewing, recommending, and designing job application forms to assure compliance with state and federal statutes and Board policies on nondiscrimination; maintains an inventory of such forms.
- Serves as a resource person to district administrative and supervisory personnel in matters relating to employee relations.
- Assumes responsibility for updating, duplication, and dissemination of all District classified employee job descriptions to ensure the efficient integration of jobs and clear understandings of incumbents and supervisors of their mutual goals and responsibilities.
- Assumes responsibility for the initial screening and review of all correspondence and communications pertaining to applicants and personnel in the designated classified positions and maintains the appropriate applicant and employee files for those positions.
- Counsels with the appropriate administrators and/or immediate supervisors in determining staff needs regarding assignments and personnel transactions in the designated classified personnel positions and arranges subsequent interviews for candidates under consideration with appropriate district staff members.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Assists in the development of the printed guidelines and handbooks for the use of substitute teacher aides and substitute secretaries.
- Supervises and documents the placement and/or changes in status of classified staff in accordance with policies and the needs of the district.
- Assures that all required credentials are submitted, all qualifications are met, and all screening/selection procedures are completed by applicants who are to be recommended for employment prior to the effective date of employment and prior to placement of the applicant name on the Agenda for action by the Board of Education.
- Prepares for each Board of Education meeting those personnel changes in the designated classified personnel positions that are to be included in the personnel section of the Board Agenda.
- Certifies employee classification, salary, and benefits eligibility for the district benefits program and the business office.
- Assumes responsibility for the implementation of the State mandated classified employee classification program, as well as all other classified personnel changes resulting from the state Department of Education and Kentucky regulations.
- Maintains records and provides reports as may be requested or required, pertaining to personnel in the designated classified positions. This includes the annual compilation of the Affirmative Action Report.
- Administers and implements the policies/regulations of the Board of Education in matters relating to the designated classified personnel positions.
- Informs the Director of Human Resources on matters relating to the designated classified personnel positions and to other elements of this job assignment.
- Provides assistance to Human Resources in other personnel positions as needed.
- Maintains regular attendance.
- Performs other duties as assigned.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in human resources, business, or related field
- At least three (3) years of successful administrative/supervisory experience, or other appropriate experience in personnel management

LICENSES AND OTHER REQUIREMENTS:

- PHR or SPHR (preferred)

Original Date: 11/1992

Revision Date: 01/1995

Revision Date: 02/2001

Revision Date: 07/2012