



- p. Sick Leave Bank
- q. Nurses (Registered and LPN's)
- r. Employees Appreciation Reception; and

12. Provide the Finance Office with payroll and salary information for employees, certified and support, including all updates and changes.

*Human Resources*

1. Coordinate and direct all efforts in regard to selection, certification (including licensure advancement and alternative licensure as well as waivers, and permits, when applicable), classification, records preparation and maintenance, leave (including FMLA), transfer, resignation, and retirement of professional and classified employees;
2. Access to the log of employees on FMLA including: doctor's statement for absence, initial date of absence, approximate date of return, number of days absent, doctor's release, and contact school/facility upon employee returning to work.
3. Prepare narrative, statistical, special and recurring reports (monthly and annual) relative to tenure, longevity, retirement, and resignation of employees;
4. Review periodically policies and regulations for modifications to enhance the effectiveness of personnel management;
5. Prepare and posts on the system web-site the annual personnel handbook;
6. Responsible for every employee receiving his/her *Terms of Employment* as soon as possible in the school year;
7. Oversee the fingerprinting of new employees and school volunteers for the purpose of up-to-date criminal background checks;
8. Establish that all newly hired certified employees and educational assistants meet the requirements of ***Every Student Succeeds Act (ESSA)***;
9. Establish and maintain employee personnel file(s) for every employee, including separate files for health files, and results from criminal background checks;
10. Post all open positions locally on the web-site – both certified and support in accordance with Board Policy;
11. Interview potential candidates for employment, when needed. Present offer of employment to successful applicants, only after the Director has approved the written recommendation. Obtain acceptances or rejections of offers of employment.

Other

1. Oversee the following areas:
  - School nurses
  - Coordinated School Health
  - Extended School Program
2. Help to maintain the policy manual for Franklin County Board of Education, working closely with TSBA and their annual Policy Maintenance contract.
3. Seek to obtain, coordinate, and evaluate outside fiscal resources from federal and state government projects as well as private funding sources for the purpose of enhancing student success.

4. Direct and coordinate collaborative efforts with other governmental, civic, and private agencies to improve instructional services.
5. Assist in the development and implementation of the annual budget; and
6. Perform other duties as deemed necessary by the Director of Schools.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Talking
2. Hearing
3. Seeing

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Strong communication skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Good organizational skills.
10. Demonstrates the ability to implement innovative ideas.
11. Enthusiasm

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

Normal working environment.

Works 251 days.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

### **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.