

**JEFFERSON COUNTY BOARD OF EDUCATION**  
**Job Description**

**TITLE:** ASSISTANT DIRECTOR OF HUMAN RESOURCES

**QUALIFICATIONS:**

1. Certification by State of Alabama in Administration/Supervision.
2. A minimum of three years experience in the field of education with specific experience in administration.
3. Demonstrated ability to research, compile, and report data.
4. Knowledge of legal aspects of school administration and school law.
5. Demonstrated ability in oral and written communication.
6. Such alternatives to these qualification as the Board may find appropriate.

**FLSA STATUS:** Exempt

**REPORTS TO:** Director of Human Resources

**SUPERVISES:** Assigned staff in the Human Resources Department

**JOB GOAL:** To assist the Director of Human Resources with the administration of the human resources/personnel functions of the Jefferson County Board of Education.

**PERFORMANCE**

**RESPONSIBILITIES:**

1. Assists in the general operation of the Human Resources Department.
2. Assists in the research pertaining to personnel, including but not limited to salary, staff characteristics, professional standards, and other pertinent areas.
3. Assists and provides input in the development of Human Resources Department regulations and procedures.
4. Implements Board policy in all areas of Human Resources.
5. Assists in the recruitment, selection, assignment and evaluation of employees.
6. Assists in the reassignment and transfer of employees.
7. Assists in the selection and training of substitute teachers.
8. Coordinates the assessments, evaluations, and grievances of employees.
9. Counsels with employees to resolve complaints, problems, and other matters related to personnel.
10. Prepares and maintains statistical information on all personnel and submits the necessary statistical reports to the State Department of Education and the Board.
11. Coordinates with the Finance Department and Technology Data Administrator in verifying the accuracy of all reports required by the State Department of Education (LEAPS, SLEAPS, etc.) and the proper, timely submission of such reports.
12. Assists in the preparation of the annual departmental budget.
13. Assists in the supervision of all staff assigned to the Human Resources Department.

Job Description  
Assistant Director of Human Resources  
Page 2

14. Performs other duties as assigned by the Director of Human Resources.
15. Performs other tasks as assigned by the Superintendent and/or the Deputy Superintendent for Instructional Services.

TERMS OF  
EMPLOYMENT:

Twelve Months. Salary is established by the Jefferson County Board of Education.

EVALUATION:

The performance of the Assistant Director of Human Resources will be evaluated in accordance with the provision of the evaluative procedures of the Jefferson County Board of Education.