

# SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837  
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman  
James Pope, III, Vice-Chairman

## JOB DESCRIPTION

**Job Title: DIRECTOR OF HUMAN RESOURCES**

**Reports To: Division Superintendent**

**Location: Central Office**

**Primary Function:**

Provide leadership over all school division human resources functions and practices.

## DUTIES AND RESPONSIBILITIES

- To make recommendations to the superintendent concerning budget requests regarding school division personnel.
- To supervise the administrative and supervisory evaluation system.
- To coordinate the development, review and revision of the division's policy manuals.
- To assume and complete the work of personnel services.
- To recommend, review and design all job application forms to ensure compliance with state and federal regulations.
- To recruit, interview and recommend for employment certificated and classified personnel.
- To implement the program of teacher certification and endorsement in accordance with state regulations.
- To plan and implement orientation of new teachers.
- To prepare personnel reports required by state and federal agencies.
- To assist the superintendent in the preparation of the annual personnel budget.
- To maintain liaison with the administrative staffs of government agencies.
- To serve as the superintendent's designee in hearing grievances, and parent complaints
- To serve as liaison capacity with various community groups.
- To prepare the teacher recruitment plan.
- Attend local, state and federal training opportunities associated with human resources area.
- Attend all school board meetings and provide relevant reports.
- To perform other duties as assigned by the superintendent.

## QUALIFICATIONS:

- Hold a Postgraduate Professional Certificate with an endorsement in school administration.
- At least five years successful experience in private industry or in school administration and a demonstrated aptitude and ability for successfully performing the tasks listed above.
- Have demonstrated the professional and personal characteristics necessary for working effectively with school personnel and members of the community.

## EVALUATION:

Performance of this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of administrative personnel.

## Board of Education

Berlin/Ivor District  
Florence Reynolds

Boykins District  
Dr. Carolyn Modlin

Capron District  
James Pope III

Drewryville District  
Donna Rountree

Franklin District  
Lynn Bradley

Jerusalem District  
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Newsoms District  
Denise Bunn

At Large  
Dr. Deborah Goodwyn  
William Worsham