

## **Clovis Municipal Schools Job Description**

**Position:** Director of Human Resources

**Supervisor:** Executive Director of Human Resources

**General Job Description:** To provide technical assistance, training opportunities, documentation of progress, and mentoring for instructional staff in the District and candidates in field experience pre-service programs. Direct the Cooperative Professional Development Plan for the District. Assist the Executive Director of Human Resources in personnel matters.

### **Essential Duties and Responsibilities**

1. Accurately demonstrate knowledge of district curriculum and student assessment techniques to measure student growth.
2. Demonstrate knowledge of a variety of teaching methods and resources.
3. Communicate verbally and in writing with mentors, inductees, and principals on a regular basis.
4. Demonstrate knowledge of the district's Cooperative Professional Development Plans.
5. Demonstrate knowledge of effective classroom management strategies and of the need to recognize student diversity, and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
6. Develop the necessary assessments to identify new staff development needs.
7. Demonstrate a willingness to examine and implement change.
8. Work productively with administrators, colleagues, and inductees.
9. Follow board policies and administrative rules and regulations.
10. Demonstrate strong organizational skills.
11. Assist employees with personnel matters as appropriate.
12. Deal with information that is confidential regarding personnel and labor relations issues.

### **Additional Duties and Responsibilities:**

1. Serve as liaison between principals, mentors, and inductees.
2. Communicate both verbally and in writing to administrators at school sites regarding policies and procedures specific to the Induction Program.
3. Ensure principals and other involved staff have a working knowledge of the Induction Program.
4. Communicate with inductees at assigned schools to provide guidance, mentoring, information and changes to policy and procedures.
5. Provide training and guidance to Mentors in the provision of services to Inductees.
6. Become familiar with the District resources that are available to staff members.
7. Serve as Clovis Municipal Schools District expert in the development, implementation, and assessment of the Induction/Mentoring Program
8. Ensure appropriate staff development is available for mentors, inductees, and other staff as appropriate.
9. Attend Mentor/Inductee/Principal meetings when necessary.
10. Review handbooks, evaluation instruments, and documents of the Personnel Office.
11. Create/Update technical assistance manuals/handbooks as needed.
12. Provide mentoring and training to staff members as needed.
13. Provide assistance in the development/revision of CMS Mentoring/Induction Plan.
14. Work cooperatively with the Coordinator of the Instructional Resource Center to coordinate Staff Development that impacts the Induction Program.
15. Coordinate assignment of Mentors to Inductees.
16. Maintain documentation to support effectiveness of Induction Program.
17. Conduct classroom visits as needed to maintain quality communication with Mentors and Inductees.
18. Serve as an assistant to the Executive Director of Human Resources.
19. Coordinate and provide staff development training as needed.
20. Consult with other school districts and institutions of higher learning as necessary.

21. Serve on district teams and committees.
22. Engage in professional development activities and continuing education.
23. Attend recruiting events at colleges and universities.
24. Maintain a working file of spring, fall and summer assignments and ascertain compliance with state regulations and local Board of Education policy.
25. Maintain a file of current licensure regulations and supply information concerning licensure to applicants.
26. Verify experience and certification/licensure.
27. Supervise the Field Experience program in cooperation with colleges and universities.
28. Assign, coordinate, and administer student teachers, practicums, internists, and educational assistants.
29. Supervise registration and inservice training of substitute teachers and instructional support personnel.
30. Perform other tasks as may be deemed appropriate and necessary by the supervisor and/or Superintendent.

**Qualifications:**

1. Master's degree.
2. Valid New Mexico administrative license.
3. Valid driver's license.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing stairs, squatting, kneeling, driving and moving light furniture may be required.

**Safety and Health:**

Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.

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Revised 07/13  
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