

## George County School District

APPROVED

MAY 05 2026

G C SCHOOL BOARD



### Job Title: **Director of Human Resources**

#### Job Purpose

- Develop, coordinate, and maintain the Human Resources Department to maximize efficiency, effectiveness, and cost management
- Provide leadership, supervision, and administrative direction to ensure district employees are informed of and adhere to personnel policies and procedures
- Serve as a key member of the district's leadership team, overseeing all human resources functions to attract, develop, and retain high-quality staff in support of student achievement
- Ensure compliance with all applicable state and federal laws, regulations, and district policies related to employment and personnel management

#### Knowledge, Skills, and Abilities

- **Leadership & Strategy:** Ability to lead, supervise, and evaluate personnel while aligning HR functions with district goals
- **Legal & Regulatory Knowledge:** Thorough understanding of federal and state employment laws (FLSA, FMLA, ADA, EEOC) and Mississippi Department of Education requirements
- **Licensure Knowledge:** Knowledge of Mississippi educator licensure requirements and renewal processes
- **Communication Skills:** Strong verbal and written communication skills, including the ability to present information clearly and professionally
- **Interpersonal Skills:** Ability to build effective working relationships and handle sensitive or difficult situations with professionalism
- **Confidentiality:** Ability to maintain strict confidentiality of personnel information
- **Organizational Skills:** Ability to manage multiple priorities, maintain accurate records, and meet deadlines
- **Analytical Skills:** Ability to collect, analyze, and interpret data to support decision-making
- **Problem-Solving:** Ability to exercise sound judgment and make informed decisions in complex situations
- **Technical Skills:** Proficiency in data systems, recordkeeping, and standard office software
- **Attention to Detail:** High level of accuracy in documentation, reporting, and compliance tasks

#### Minimum Qualifications

- **Education:** Master's degree in Human Resources, Educational Leadership, Business Administration, or a related field required
- **Certification:** Valid Mississippi Administrator License or eligibility preferred (Endorsements 486, 487, 488, 489, or 494)
- **Experience:** Minimum of five (5) years of progressive leadership or administrative experience in human resources or school administration, preferably in a public school setting
- **Clearance:** Must pass background check and child abuse registry check as required by Mississippi law

#### Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Interprets personnel policies and procedures in alignment with Board and district goals
- Oversees recruitment, selection, and hiring processes, including review of applications and recommendation of candidates
- Ensures all new hire documentation is complete and board-approved prior to processing payroll
- Verifies employment experience for salary placement and reports new hires through E-Verify
- Maintains accurate and up-to-date personnel records, including active and inactive employee files
- Oversees licensure verification and monitors renewal requirements for certified staff
- Manages employee leave processes, including FMLA tracking, documentation, and compliance

- Responds to unemployment claims and maintains required documentation
- Oversees workers' compensation claims, ensuring proper documentation and communication with carriers
- Maintains and updates substitute employee lists and communicates updates to schools
- Compiles and prepares personnel information for Board of Education agendas and reports
- Maintains job description manuals, ensuring periodic review and updates
- Oversees development and annual revision of the employee handbook
- Advises principals and administrators on personnel matters, including employee relations, grievances, and disciplinary actions
- Investigates and resolves personnel complaints and grievances in accordance with district policy and legal requirements
- Oversees employee evaluation processes and supports performance management systems
- Ensures compliance with all federal, state, and district employment laws, policies, and reporting requirements
- Coordinates with other departments regarding personnel budgeting, staffing, and operational needs
- Communicates personnel matters and updates regularly with the Superintendent
- Maintains application records in accordance with retention guidelines
- Represents the district in meetings, trainings, and professional development as required
- Performs other duties as assigned by the Superintendent
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission

**Reports To:** Superintendent

**Supervises:** Human Resources staff and other assigned personnel

**Terms of Employment:** 240 Days

**FLSA Status:** Exempt

**Disclaimer:**

The preceding job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Duties may be modified or assigned as needed by the district.

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|--|-------------------------|
|  | Employee's Printed Name |
|  | Employee's Signature    |
|  | Date                    |
|  |                         |
|  | Supervisor's Signature  |
|  | Date                    |