JOB DESCRIPTION

Position:
Director of School and Community Services

Qualifications:
Bachelor’s degree from an accredited college or university
At least three years of successful teaching, administrative and/or related experience
Such other characteristics which would be expected to accomplish the responsibilities of this position, including but not limited to:
- Excellent communication skills
- Demonstrated writing ability and technology skills
- Wide variety of employee/labor relations experiences
- Demonstrated leadership
- Ability to establish credibility with a variety of employee groups

Position Goal:
Provides assistance and support to employees and management regarding staff policies, regulations, procedures including those regarding EEO/AAE, recruitment and hiring options, and training. Builds and maintains positive relationships with others.

Supervised and evaluated by:
Assistant Superintendent for Human Resources and Personnel

Performance Responsibilities:

1. Develops and coordinates the implementation of the MCCCS Human Understanding of Diversity plan.

2. Develops curriculum and conducts training on various diversity issues.

3. Monitors the School Board’s policy on affirmative action in all matters of recruitment, hiring, training, transfers, promotion, compensation and other benefits.

4. Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports, and logs to conform to EEO regulations.

5. Responds to employee civil rights complaints.

6. Assumes responsibility for ensuring compliance with the Americans with Disabilities Act; responds to complaints.

7. Assumes responsibility for ensuring compliance, monitoring and updating I-9 Employment Eligibility Verification log; maintains files for I-9 forms.

8. Serves as corporation Title IX hearing officer.

9. Prepares and distributes recruiting materials. Conducts recruitment effort for all certified and support personnel specializing in the recruitment of minority groups; updates candidate promotional packets. Establishes interview procedures which insure a pool of qualified candidates for positions which become available.

10. Creates application and recruitment forms that attractively represent the school district.

11. Participates in all new employee orientations.
13. Writes and places advertisements.
14. Manages public relations, including brochures, newsletters.
15. Serves as liaison with media.
16. Performs outreach to community sources as needed.
17. Assists in the creation and maintenance of department web pages.
18. Maintains and coordinates employee recognition programs.
19. Organizes and supervises the switchboard operation and services in the Administration Center.
20. Coordinates the publication of employee rosters and personnel directories.
21. Performs other duties as assigned by the Assistant Superintendent for Human Resources and Personnel.

**Work Year/ Compensation:**

The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation.