

# Agenda Request Form

Cherokee County School District

<b>Meeting Date</b>
February 2, 2017

<b>Agenda Item Number</b>
I-1

<b>Title</b>
Superintendent's Recommended 2017-18 and 2018-19 Organizational Chart
<b>Requested Action</b>
Board Approval of Superintendent's Recommended 2017-18 and 2018-19 Organizational Chart
<b>Summary Explanation and Background</b>
<p>After a comprehensive review by the Superintendent of the current classification and compensation structure for the School District's management positions, and in light of the projection that the School District will continue to grow, causing additional organizational leadership and supervisory needs, there are necessary departmental realignments, position re-classifications, position title changes, modified job descriptions and filled positions previously left open represented within the Superintendent's Organizational Chart for 2017-18 and 2018-19 (see attached chart and new/modified job descriptions).</p> <p>The 2017-18 and 2018-19 organizational structure continues to enable staff to: maintain clear focus on addressing the School Board's Major System Priorities; increase student achievement; increase productivity, efficiency and maintain accountability; and insure clarity and continuity regarding administrative/supervisory reporting lines and relationships.</p>
<b>Major System Priority</b>
Increasing Accountability
<b>Financial Impact</b>
\$373,897 in FY2018; \$239,532 in FY2019
<b>Exhibits: (List)</b>
CCSD Organizational Chart Summary of Proposed Changes for SY 2017-18 and SY 2018-19; Proposed SY 2017-18 and SY 2018-19 Superintendent's Organizational Chart; New/Modified Job Descriptions

<b>Board Action</b>
<i>(For Official School Board Records Only)</i>

<b>Source of Additional Information</b>	
Dr. Brian V. Hightower	770-479-1871

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

Approved in Open Board Meeting on: \_\_\_\_\_ (Date)

By: \_\_\_\_\_ (School Board Chairman)

*Initialized: 3/3/99  
Revised: 2/1/16*

## SUMMARY: CCSD ORGANIZATIONAL CHART PROPOSED CHANGES SY2017-18 & SY2018-19

### PROPOSED ADJUSTMENTS AND REALIGNMENTS, SY2017-18

1. Moving forward, the Organizational Chart will be proposed in **two-year increments**.
2. Existing **"Departments"** are re-classified as **"Divisions"**; and, **"Department Heads"** are re-classified as **"Chiefs."** Divisions, based on size and scale, may have smaller, internal **"Departments"** to separate functions (i.e., Transportation Dept., Maintenance Dept., etc.)
3. Several Divisions are re-named: **Support Services; Communications; Safety and Security; Human Resources;** and, **Curriculum and Instruction.**
4. A few Departments have shifted line of reporting: **Warehouse Dept. will report to the Support Services Division; School Nutrition Dept. will report to the Financial Management Division.** Additionally, the **Student Services Dept. is re-constituted and will report to the School Operations Division.**
5. The following are new and reclassified positions (60% of proposed changes):

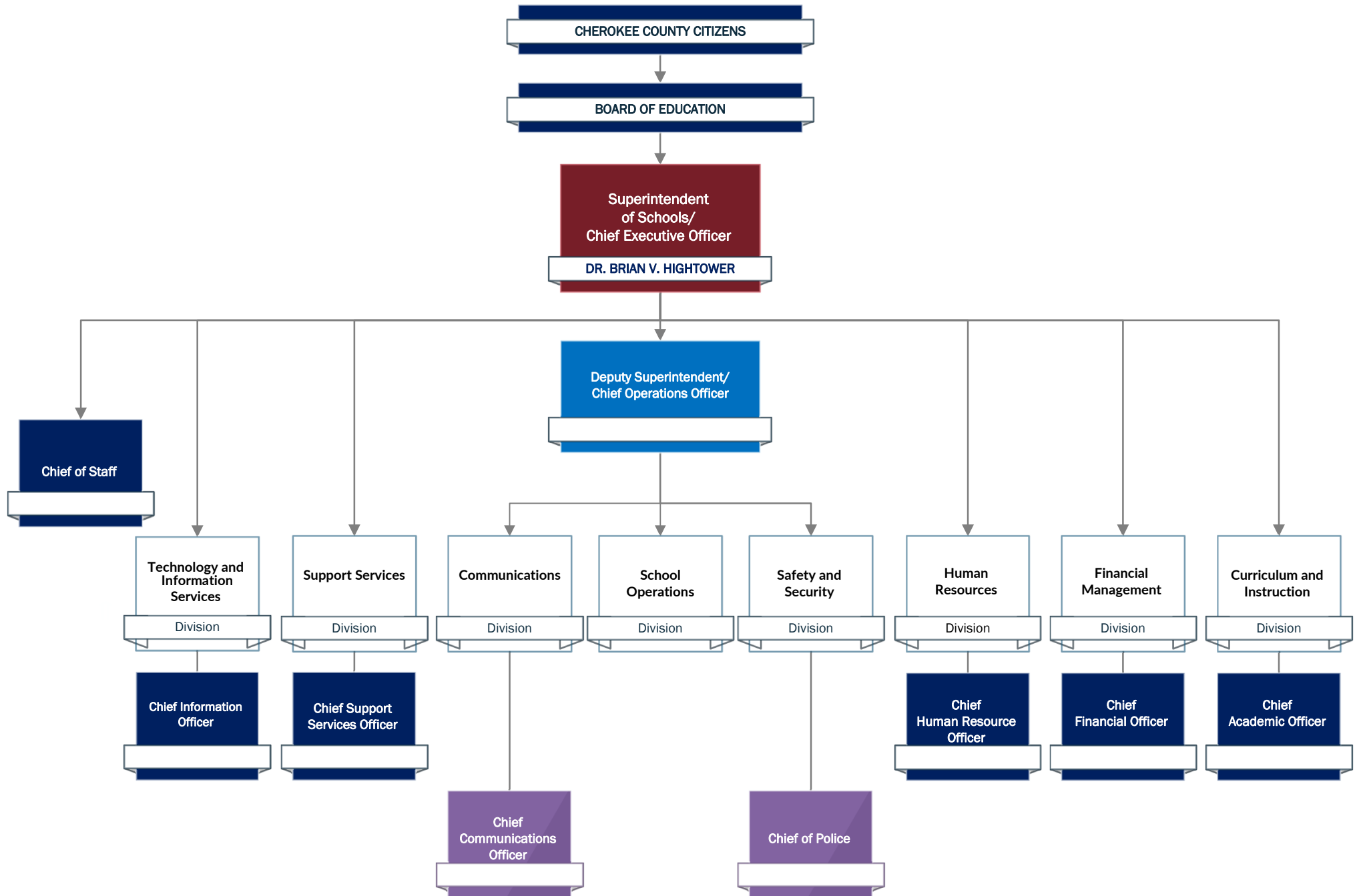
New Positions	Re-Classified Positions (+/-)
Supervisor, Student Services	Chief of Staff (+)
Coordinator, Curriculum Support	Executive Director, Chief Comm. Officer (+)
Coordinator, Curriculum Support	Executive Director, Chief of Police (+)
Coordinator, Routing	Executive Director, Administrative Leadership (+)
	Executive Director, Administrative Leadership (+)
	Executive Director, Risk Management/Benefits (+)
	Executive Director, Special Education (+)
	Executive Director, Curriculum and Instruction (+)
	Director, Information Technology (+)
	Director, School Nutrition (+)
	Director, Human Resource Info. Systems (+)
	Supervisor, Digital Learning (+)
	Supervisor, Curriculum (-)
	Supervisor, Technology Support Services (-)
	Supervisor, Technology Field Services (+)
	Supervisor, Planning/Facilities (+)
	Coordinator, Human Resource Services (+)
	Coordinator, Payroll (+)

### PROPOSED ADJUSTMENTS AND REALIGNMENTS, SY2018-19

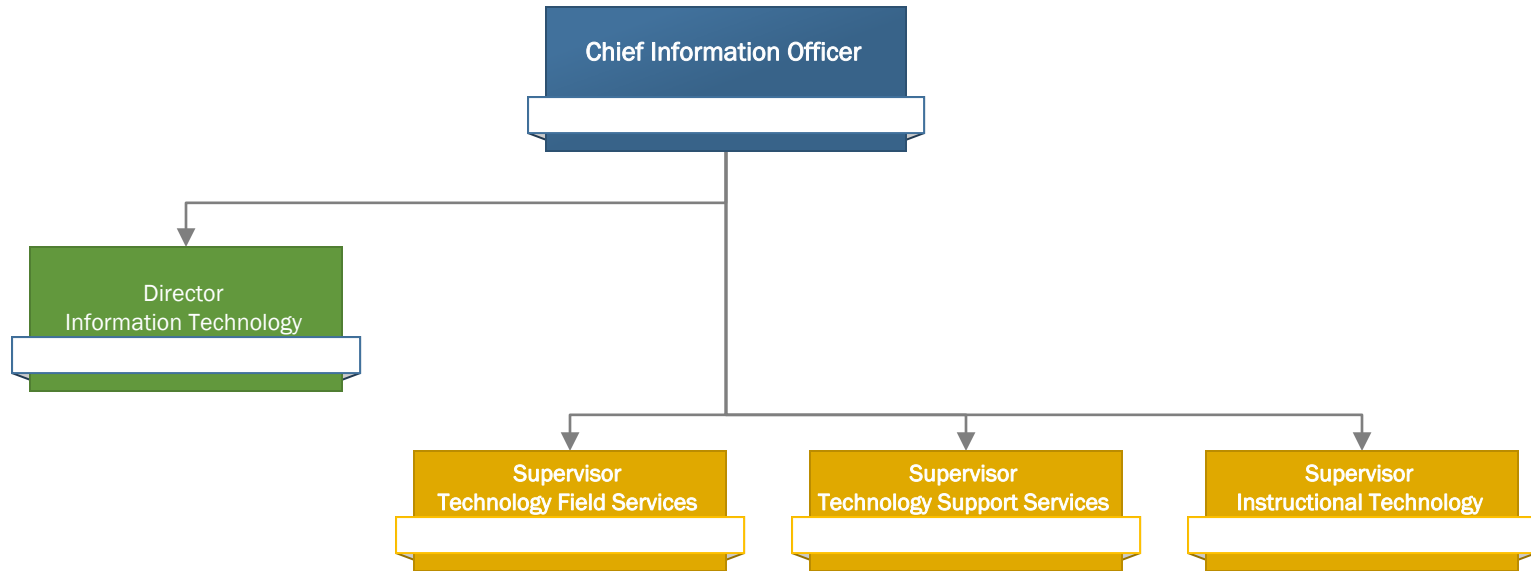
6. The following are new positions (remaining 40% of proposed changes):

New Positions
Coordinator, Recruiting
Coordinator, Special Education Services
Coordinator, Maintenance

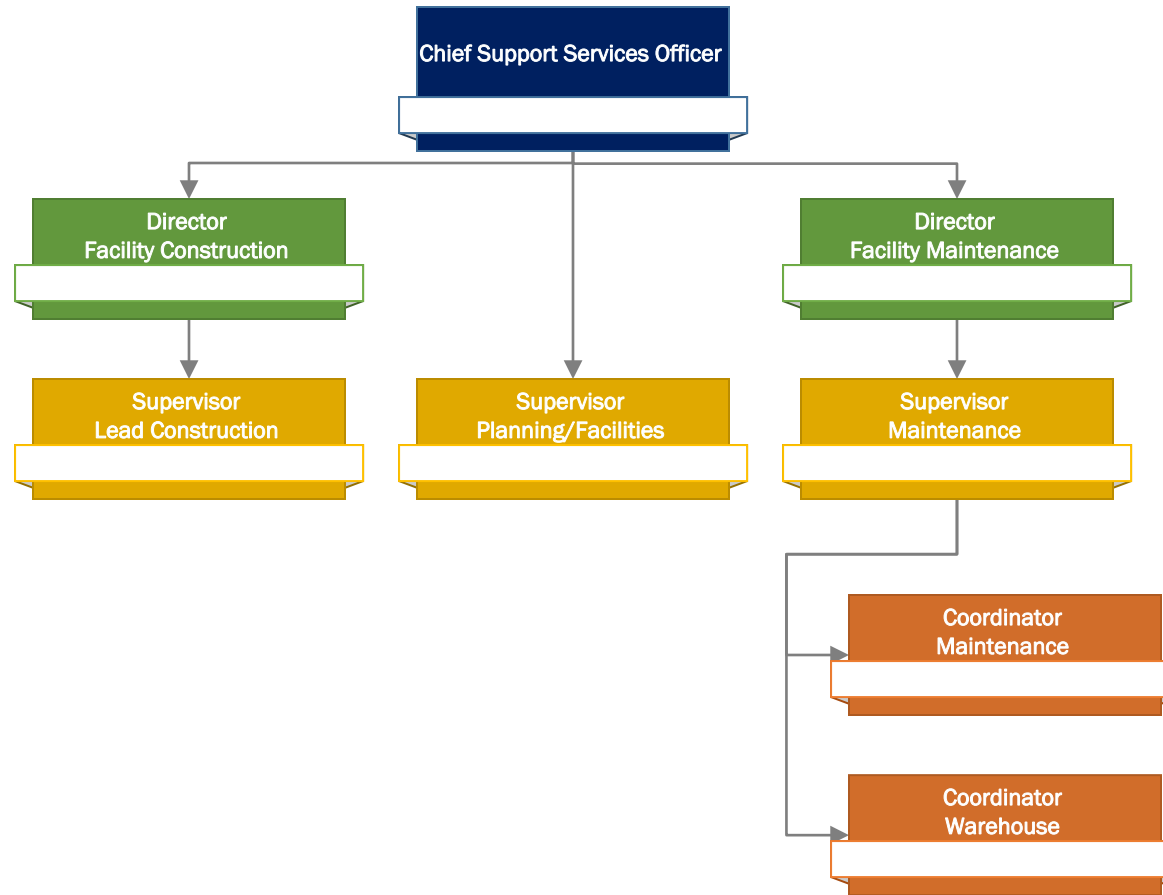
# Proposed CCSD Organizational Chart of Divisions -- SY 2017-18 and SY 2018-19



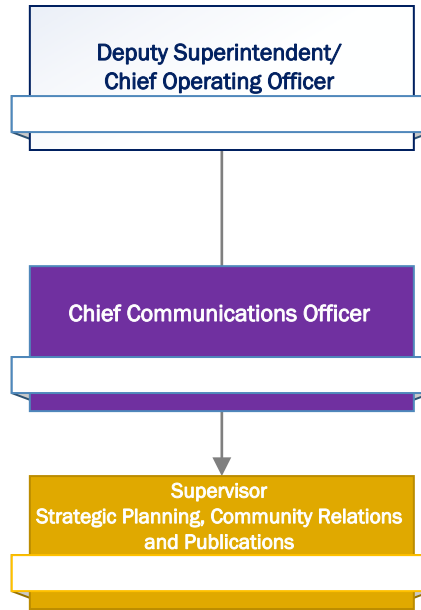
# Division of Technology and Information Services



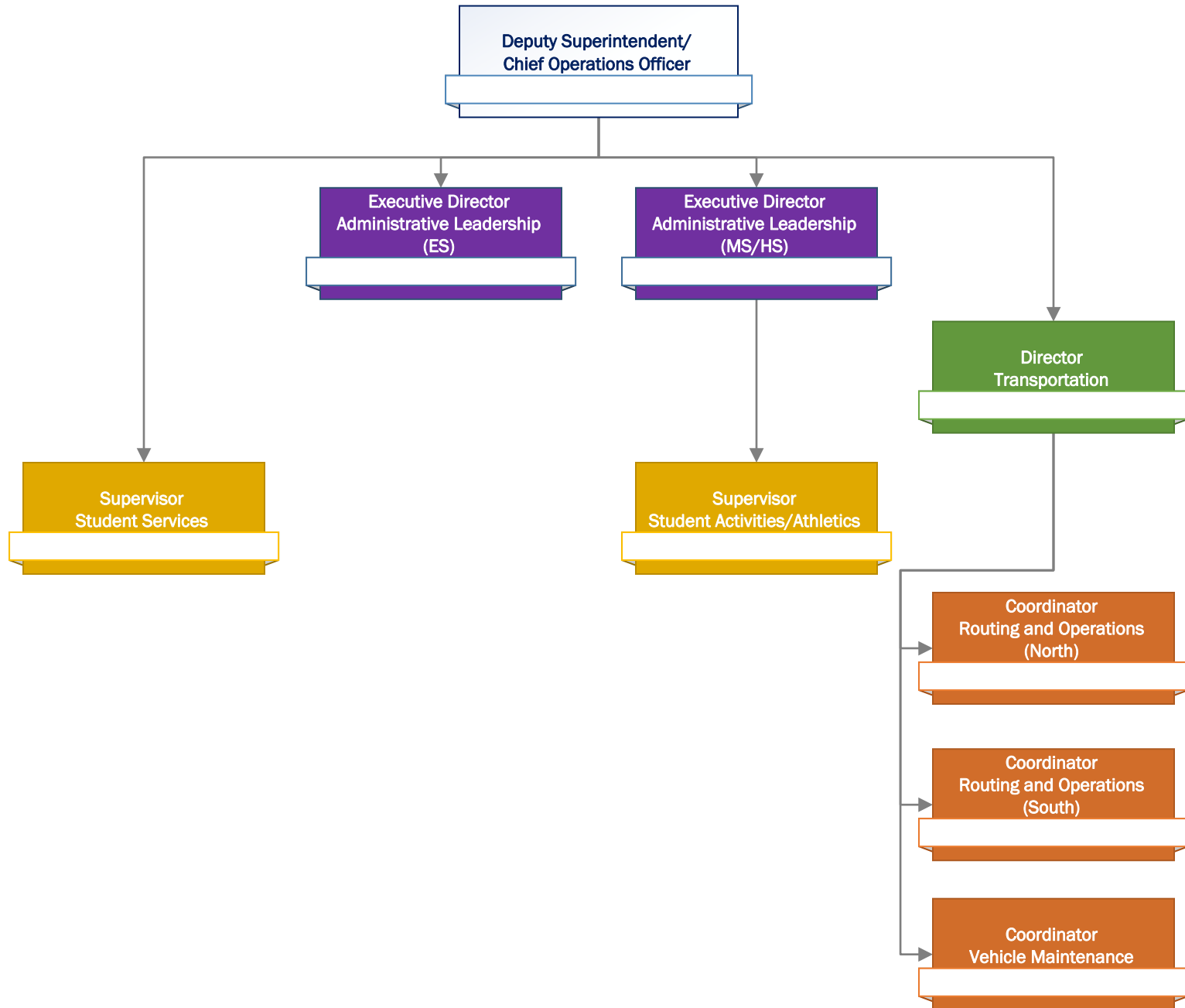
# Division of Support Services



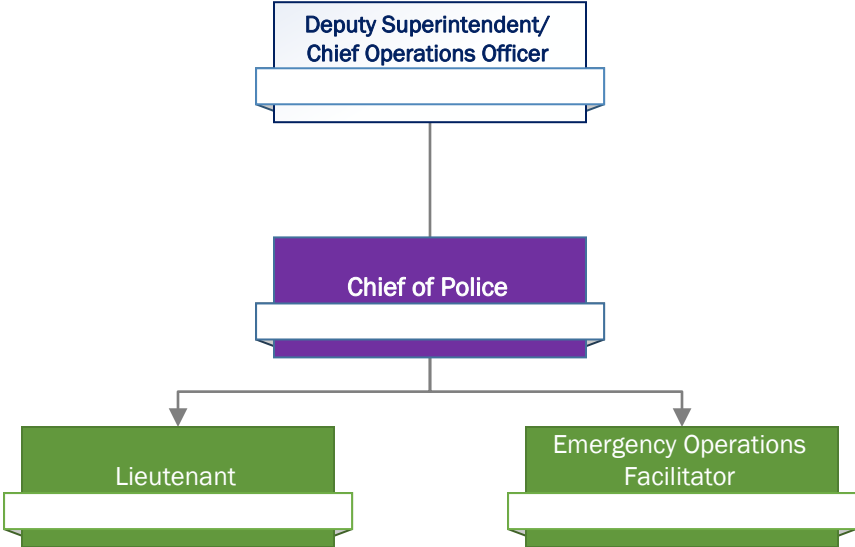
# Division of Communications



# Division of School Operations

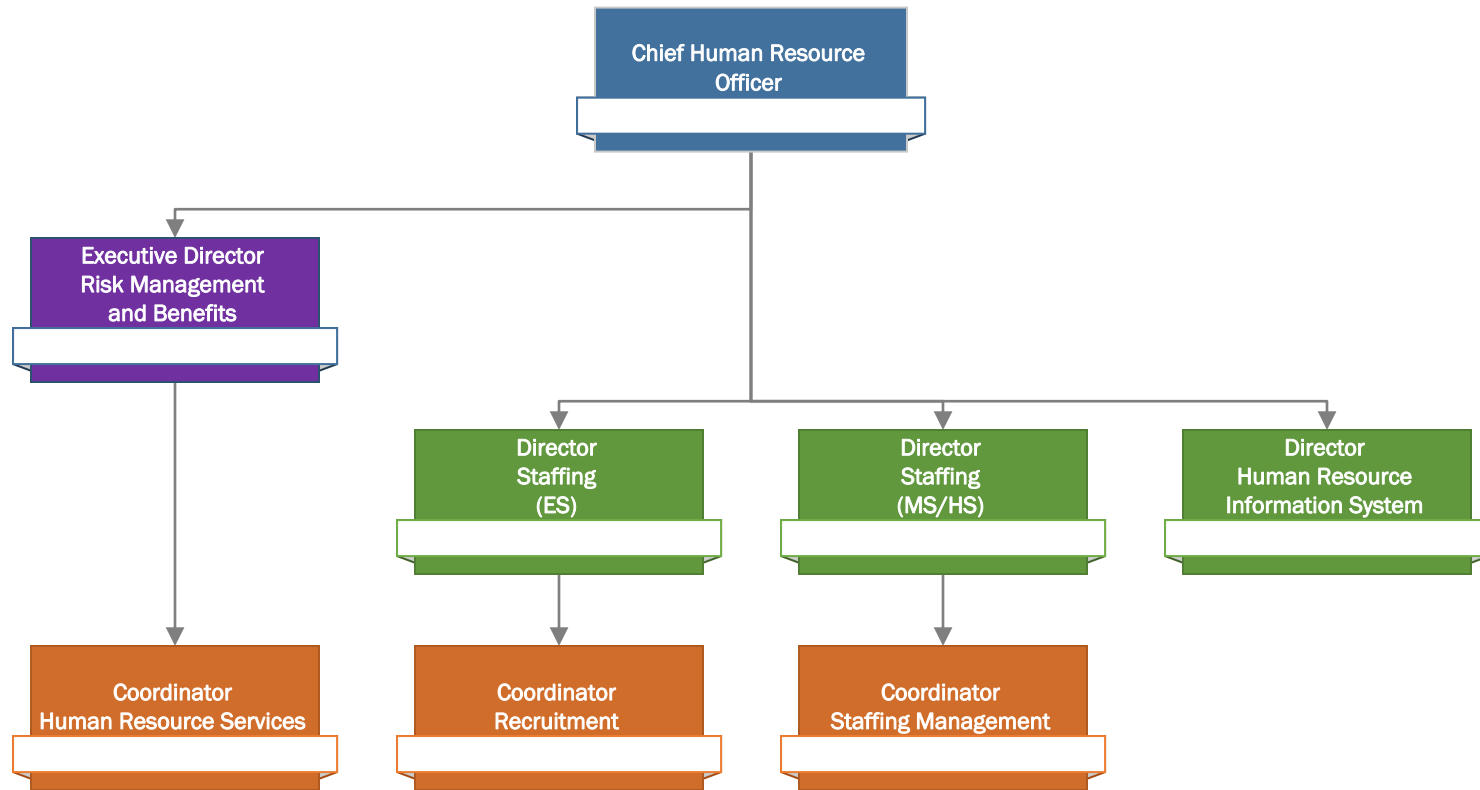


# Division of Safety and Security

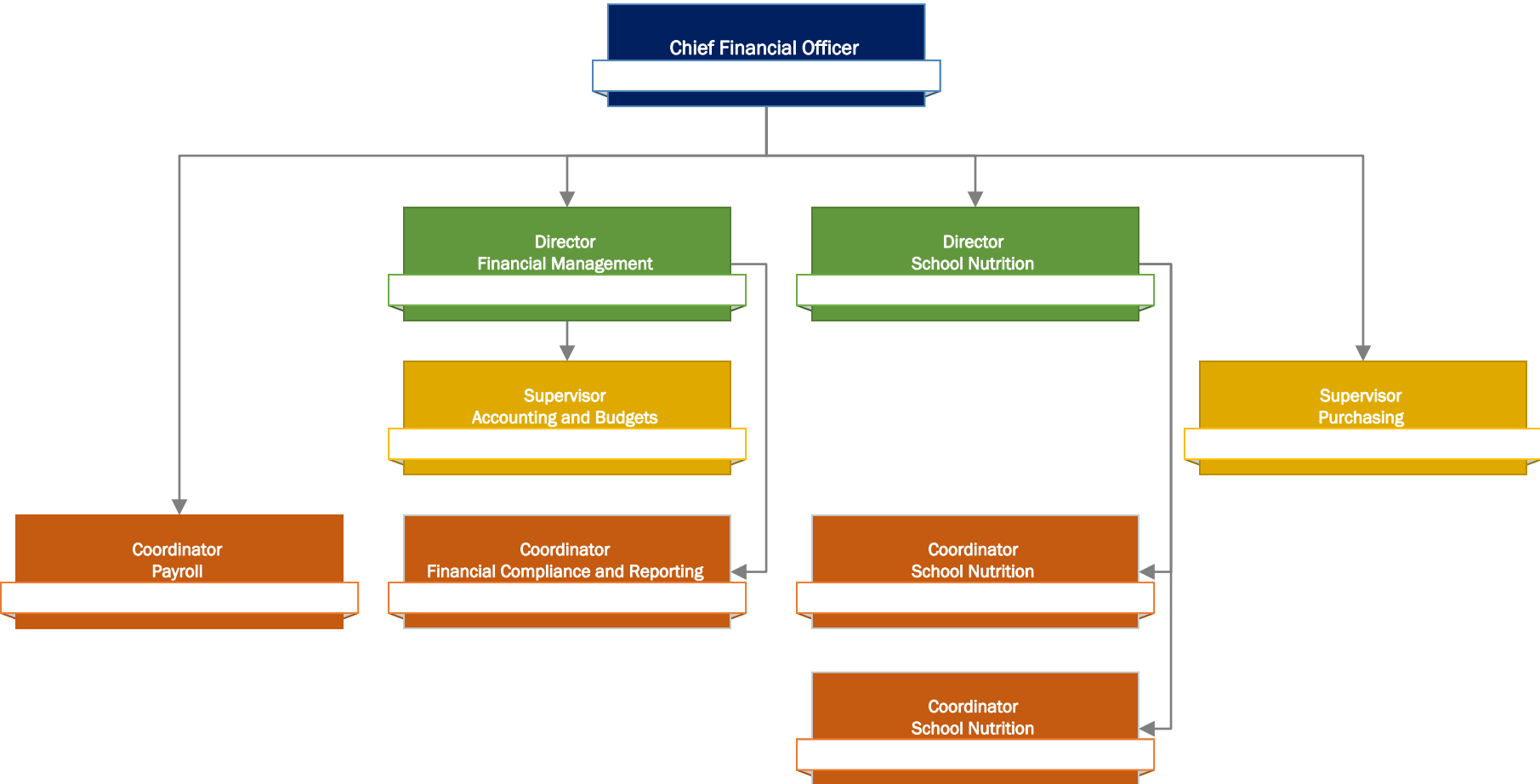




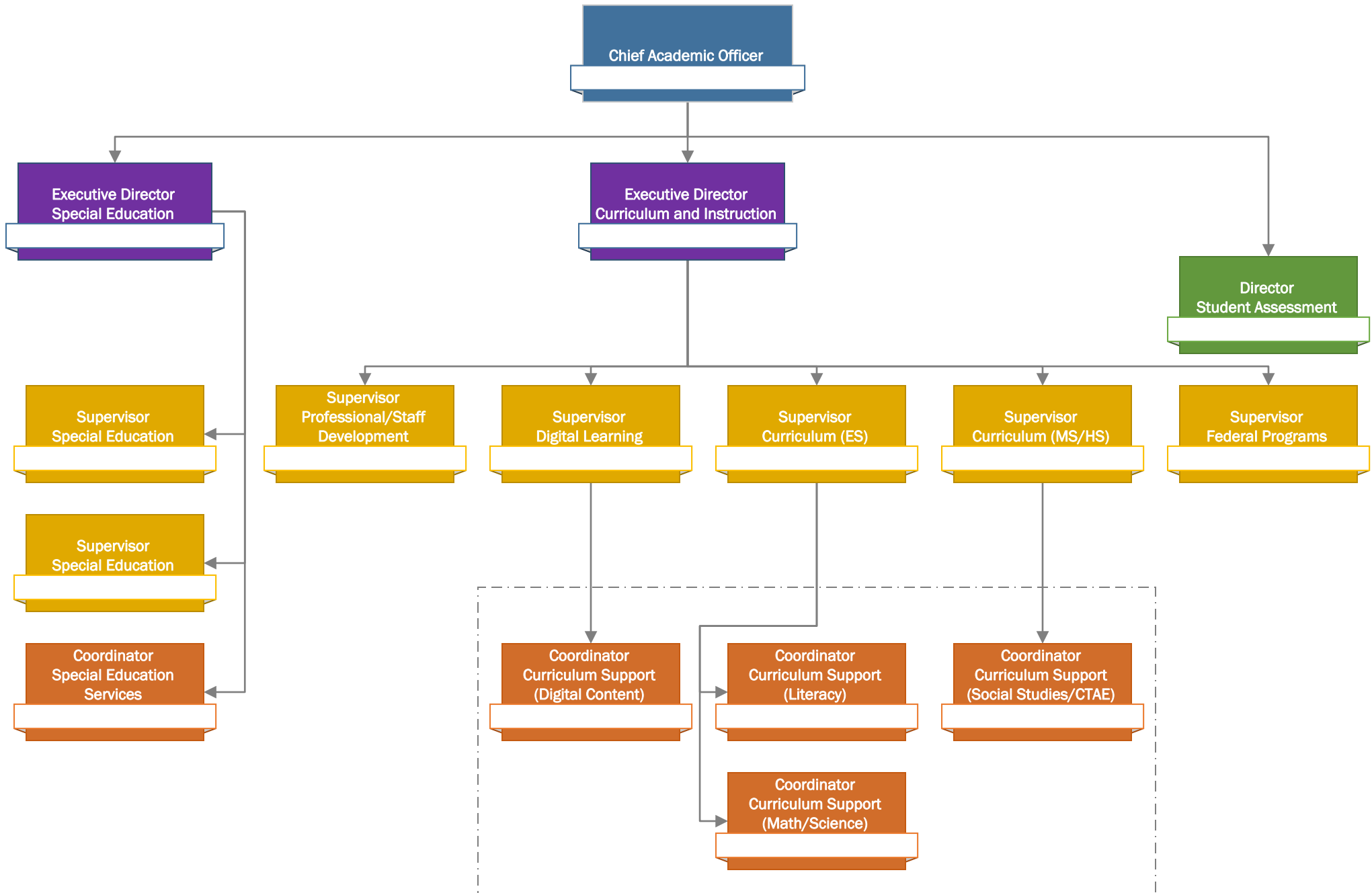
# Division of Human Resources



# Division of Financial Management



# Division of Curriculum and Instruction



# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Chief of Staff</b>	Code:	1A.030
Division Department:	Board Staff / Chief Executive Officer	Evaluation Instrument:	JPEI-2
Pay Grade:	Chief Officer	Pay Type:	Salaried - Exempt
		Retirement:	TRS
Contract Work Year:	235 Days		
Reports to:	Superintendent of Schools/Chief Executive Officer		
<b>MINIMUM QUALIFICATIONS</b>			
Master's degree or higher in Educational Leadership or Bachelor's degree or higher in business administration, public administration or related field.			
<b>GOAL</b>			
Provides leadership in managing the Superintendent's executive services, promoting strong School Board relations and developing, maintaining and representing the School District in its intergovernmental and community relationships for support in achieving the District's Major System Priorities.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Take a leadership role in driving a collaborative process with the School Board, Superintendent and stakeholders to result in the development of District priorities, objectives and to guide strategic and operational decision-making.</li> <li><input type="checkbox"/> Cultivate a strong partnership with the School Board in setting policies consistent with the mission and vision of the District.</li> <li><input type="checkbox"/> Provide ongoing guidance and assistance, collaborating with officials and departments, in the creation and fine-tuning of policies and procedures that are both global in scale to District priorities and objectives and specific to the departmental operations.</li> <li><input type="checkbox"/> Provide leadership in the implementation of all School Board Policies and administrative procedures relating to operational support.</li> <li><input type="checkbox"/> Identify, research, assess and communicate changes in State and Federal education policies, legislation and/or other trends in education that may have a fiscal, operational or programmatic impact on the District.</li> <li><input type="checkbox"/> Create tracking system for bills with legislative impact, providing fact sheets, talking points or other materials as required.</li> <li><input type="checkbox"/> Advocate at the local, state and federal levels for the health, education, and public policy issues that impact the District.</li> <li><input type="checkbox"/> Coordinate strategic efforts in developing the District's Annual Legislative Program.</li> <li><input type="checkbox"/> Interact with stakeholders and advocate for District efforts related to District initiatives.</li> <li><input type="checkbox"/> Work with government officials, including senators and house members, advocacy groups and citizens to convey and promote the District's Annual Legislative Program.</li> <li><input type="checkbox"/> Serve as liaison for the Superintendent's Office with key individuals/groups and governmental/community officials, including (but not limited to) Cherokee County Government (including the Cherokee County Sheriff's Office and Cherokee Recreation and Parks Authority), Cherokee County Municipalities and the Cherokee County Water and Sewerage Authority.</li> <li><input type="checkbox"/> Serve as liaison between the Superintendent's Office and the Cherokee County Legislative Delegation and other related public education interest/advocacy groups, including (but not limited to) the Georgia Education Coalition (GEC), Georgia School Boards Association (GSBA), Georgia School Superintendents Association (GSSA), Professional Association of Georgia Educators (PAGE) and Georgia Association of Educators (GAE).</li> <li><input type="checkbox"/> Attend meetings of and/or represent the Superintendent/School District on various community agency boards and at community functions; serve as liaison and primary contact between the Superintendent's Office and the Cherokee County Council of PTA and school PTAs, Georgia PTA, Cherokee Office of Economic Development (COED), Cherokee County Chamber of Commerce and various community groups that utilize School District facilities.</li> <li><input type="checkbox"/> Assist members of the Superintendent's Cabinet, Agenda Preparation Group (APG) and principals in the development of special reports, publications and information requested by the Superintendent for dissemination to School Board Members, administrators, teachers, support staff, parents and the public and for routine posting on the School District Web site.</li> <li><input type="checkbox"/> Assist the Superintendent by facilitating meetings of senior staff members, as well as assimilating/disseminating materials/information/data from senior staff members and principals for presentation at Superintendent/School Board Strategic Work Sessions and School Board meetings.</li> <li><input type="checkbox"/> Compile reports, gather statistics and develop other documentation as requested.</li> <li><input type="checkbox"/> Promote and maintain a positive, safe and professional work environment.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to assignments.</li> <li><input type="checkbox"/> Review and stay abreast of current developments, literature and technical sources of information related to job responsibility.</li> <li><input type="checkbox"/> Perform and promote all activities in compliance with equal employment and nondiscrimination policies.</li> <li><input type="checkbox"/> Ensure adherence to appropriate safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as School Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			

Position Title:	<b>Chief of Staff</b>	Code:	1A.030
Division Department:	Board Staff / Chief Executive Officer	Evaluation Instrument:	JPEI-2
Pay Grade:	Chief Officer	Pay Type:	Salaried - Exempt
		Retirement:	TRS
Contract Work Year:	235 Days		
Reports to:	Superintendent of Schools/Chief Executive Officer		
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<b>MINIMUM REQUIREMENTS</b>			
<p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<b>Fringe Benefits</b>			
<p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted: February 2017			
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT

## Job Description

Position Title:	<b>Coordinator, Special Education Services</b>	Code:	2B.035
Division Department:	Curriculum and Instruction	Evaluation Instrument:	JPEI-1
Pay Grade:	Certified Salary Schedule	Pay Type:	Salaried-Exempt
Contract Work Year:	235 Days	Retirement:	TRS
Reports to:	Executive Director, Special Education or Designee		
<b>MINIMUM QUALIFICATIONS</b>			
Valid Georgia Educator Certification as required by the Georgia Professional Standards Commission. Special Education field/area preferred. Five years of teaching in a special education area. Working knowledge of special education due process requirements; strong organizational skills; strong communication and interpersonal skills.			
<b>GOAL</b>			
Ensure efficient due process procedures.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Chair and facilitate all IEP and special education meetings for students in assigned schools.</li> <li><input type="checkbox"/> Manage educational programs for students with disabilities, including ensuring services are provided in accordance with the IEP.</li> <li><input type="checkbox"/> Ensure compliance in accordance with IDEA and Georgia State Regulations in regards to the education of students with disabilities at assigned schools.</li> <li><input type="checkbox"/> Provide training in due process procedures, special education records management software, data collection, and effective programming for students with disabilities for teachers and administrators.</li> <li><input type="checkbox"/> Coordinate with the Transportation Department special education transportation for students with disabilities who are in need of this related service.</li> <li><input type="checkbox"/> Work with other special education facilitators and school staff to provide an orderly transition between schools for students with disabilities.</li> <li><input type="checkbox"/> Assist testing coordinators and special education department chairs to provide appropriate testing environments for students with disabilities and to ensure appropriate accommodations are provided.</li> <li><input type="checkbox"/> Assist administrators in the scheduling of students with disabilities so that schedules meet the requirements of the students' IEPs and personnel are allotted appropriately.</li> <li><input type="checkbox"/> Ensure that data is collected in relation to the goals and objectives included in the IEP and reviewed at least annually.</li> <li><input type="checkbox"/> Ensure IEP progress reports on goals and objectives are provided to parents/guardians at least annually and are based on current data.</li> <li><input type="checkbox"/> Complete educational screenings for students referred for special education assessment.</li> <li><input type="checkbox"/> Coordinate the continuation of special services for transferring students with disabilities.</li> <li><input type="checkbox"/> Establish positive working relationship with parents/guardians and school staff.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to the assignment.</li> <li><input type="checkbox"/> Maintain professional knowledge regarding current best practices in general and special education pertinent to the assigned school.</li> <li><input type="checkbox"/> Ensure adherence to safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.			
<b>MINIMUM REQUIREMENTS</b>			
In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.			
<b>Fringe Benefits</b>			
FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.			
Adopted: February 2017			
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Supervisor, Digital Learning</b>		Code: 2C.045
Division Department:	Curriculum and Instruction	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type:	Salaried-Exempt Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Executive Director, Curriculum and Instruction		
<b>MINIMUM QUALIFICATIONS</b>			
Master's degree or higher with proper certification as required by the Professional Standards Commission. Minimum of five successful years as an educator required; administrative experience preferred. Experience and/or education in digital learning programs and resources as well as instructional design. Strong knowledge of K-12 curriculum; ability to communicate effectively; strong organizational skills. Competence in technical skills.			
<b>GOAL</b>			
Ensure the effective organization and operation of curriculum, instructional programs and related activities.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop and supervise strategies, provide leadership, and implement procedures, related to improving student achievement.</li> <li><input type="checkbox"/> Consult with school personnel to assist with technology goals addressed in School Improvement Plans.</li> <li><input type="checkbox"/> Maintain current knowledge of all Georgia State Standards and applicable technology.</li> <li><input type="checkbox"/> Direct efforts in curriculum-targeted software evaluation, selection and implementation in collaboration with Curriculum and Instruction personnel.</li> <li><input type="checkbox"/> Assist in the evaluation of curriculum-focused technology, virtual and extended learning opportunities.</li> <li><input type="checkbox"/> Make appropriate recommendations to facilitate long and short-range planning for instructional resources in all curricular areas.</li> <li><input type="checkbox"/> Assist in the development of budgets for curriculum-focused technology, virtual and extended learning opportunities.</li> <li><input type="checkbox"/> Collaborate with Curriculum and Instruction staff to identify the necessary training for educators to meet the State Standards requirements; and to align all instructional strategies with effective formative assessment practices.</li> <li><input type="checkbox"/> Supervise and evaluate curriculum-embedded technology projects.</li> <li><input type="checkbox"/> Support and promote District web-based professional resources, and organize appropriate training for teachers.</li> <li><input type="checkbox"/> Ensure availability of necessary technical support for District administrators, teachers, students and parents.</li> <li><input type="checkbox"/> Organize and support digital learning events, including webinars, on-line conferences, and training events.</li> <li><input type="checkbox"/> Identify essential teacher knowledge aligned with critical core content.</li> <li><input type="checkbox"/> Review current developments, literature and technical source information related to curriculum and instruction.</li> <li><input type="checkbox"/> Monitor course selection process within State guidelines and District needs.</li> <li><input type="checkbox"/> Review District policies to ensure alignment with State Board rules.</li> <li><input type="checkbox"/> Assist in implementing procedures to assure compliance with local and state board directives and policies.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to assignments.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as School Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.			
<b>MINIMUM REQUIREMENTS</b>			
In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.			
<b>Fringe Benefits</b>			
FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.			
Adopted: February 2017			
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Coordinator, Payroll</b>	Code:	3B.040
Division Department:	Financial Management	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type:	Salaried-Exempt
		Retirement:	TRS
Contract Work Year:	235 Days		
Reports to:	Chief Financial Officer		
<b>MINIMUM QUALIFICATIONS</b>			
Minimum of Bachelor's Degree in finance, accounting, business or a related field and/or creditable experience in payroll processing.			
<b>GOAL</b>			
Plan, coordinate and manage in conjunction with the Chief Financial Officer the School District's payroll operations to ensure the efficient and effective functioning of the Payroll Department.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervise the preparation, issuance and distribution of employee's earnings and related payroll functions for the School District.</li> <li><input type="checkbox"/> Ensure that all School District employees receive the correct annual compensation as authorized by the Superintendent of Schools and the Division of Human Resources.</li> <li><input type="checkbox"/> Reconcile and accurately submit all employee payroll withholdings and employer matching funds to authorized agencies or designees as required in a timely fashion.</li> <li><input type="checkbox"/> Prepare and submit accurately and timely all Federal, State and Local reports as required and assigned.</li> <li><input type="checkbox"/> Provide assistance in preparing and implementing the School District's annual budget and financial reports as needed.</li> <li><input type="checkbox"/> Comply with all federal and state regulations and guidelines, in addition to local Board policies.</li> <li><input type="checkbox"/> Record and safeguard employees' histories of earnings, payroll deductions and accumulated leave.</li> <li><input type="checkbox"/> Supervise and assist in the evaluation of payroll clerks.</li> <li><input type="checkbox"/> Provide employee assistance in preparing federal, state and local forms as required for payroll preparation.</li> <li><input type="checkbox"/> Assist in providing requested information for annual financial and management audits.</li> <li><input type="checkbox"/> Recommend business practices and procedures related to payroll operations that are based on widely accepted standards.</li> <li><input type="checkbox"/> Complete all job assignments in a timely, accurate and professional fashion.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credentials as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to assignments.</li> <li><input type="checkbox"/> Review current developments, literature and technical sources of information related to job responsibility.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow all federal and state laws, as well as, Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
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<b>MINIMUM REQUIREMENTS</b>			
In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.			
<b>Fringe Benefits</b>			
FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.			
Adopted: February 2017			
Revised:			



# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Director, School Nutrition Program</b>	Code:	3D.005
Division Department:	Financial Management	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type:	Salaried-Exempt
		Retirement:	TRS
Contract Work Year:	235 Days		
Reports to:	Chief Financial Officer		
<b>MINIMUM QUALIFICATIONS</b>			
<p>Must hold a Georgia Clear Renewable School Nutrition Director certificate issued by the Georgia Professional Standards Commission (GPSC) (Master's Degree or higher), or be issued an Induction Certificate (Bachelor's Degree or higher) and convert to a Clear Renewable certificate (Master's Degree or higher) within 3 years. Degree in food and nutrition, food service management dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field Minimum of three years supervisory experience in school nutrition, hospital dietetics or home economics teaching. Ability to establish good working relationships with principals, teachers, school nutrition staff and central office personnel. Strong organizational and leadership ability required. Must have a valid Georgia Motor Vehicle operator's license with endorsements compatible with assigned duties of Cherokee County Board of Education.</p>			
<b>GOAL</b>			
Provide leadership and assistance that result in high standards of school nutrition and food service management.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish goals for each School Nutrition Program, in collaboration with school staff; monitor progress and activities to reach established goals; and evaluate the effectiveness of completed goals.</li> <li><input type="checkbox"/> Assist in the establishment and implementation of standards and policies for the school nutrition program in accordance with local, state and federal requirements.</li> <li><input type="checkbox"/> Consult regularly with principals on all aspects of the school nutrition program.</li> <li><input type="checkbox"/> Serve as a resource person to faculty, school and community groups on nutrition and the school nutrition program.</li> <li><input type="checkbox"/> Promote the expansion, development and understanding of the school <del>food and</del> nutrition program within schools and the community.</li> <li><input type="checkbox"/> Make visits to all schools; and provide appropriate follow-up and requests for assistance.</li> <li><input type="checkbox"/> Review annual evaluations of each School Nutrition Program.</li> <li><input type="checkbox"/> Hold monthly meetings with School Nutrition Program Managers.</li> <li><input type="checkbox"/> Assess training needs of School Nutrition Program personnel.</li> <li><input type="checkbox"/> Plan and provide for in-service training for all School Nutrition Program employees.</li> <li><input type="checkbox"/> Provide resources and consultation for School Nutrition Program Managers to use in on-the-job training for employees.</li> <li><input type="checkbox"/> Train Managers in the use and care of equipment.</li> <li><input type="checkbox"/> Train Managers in appropriate safety procedures.</li> <li><input type="checkbox"/> Operate the School Nutrition Program in a cost-efficient manner.</li> <li><input type="checkbox"/> Supervise all financial accounts, school nutrition reports and records to ensure accuracy and timeliness.</li> <li><input type="checkbox"/> Plan and supervise catering projects.</li> <li><input type="checkbox"/> Attend seminars, workshops and supervisor meetings as scheduled.</li> <li><input type="checkbox"/> Provide for a public information program for the School Nutrition Program, as needed.</li> <li><input type="checkbox"/> Provide a program for involvement of students, parents and community in School Nutrition Programs.</li> <li><input type="checkbox"/> Serve as advisor to the Cherokee County School Nutrition Association, and provide assistance, as needed.</li> <li><input type="checkbox"/> Support the Georgia and National School Nutrition Associations.</li> <li><input type="checkbox"/> Promote personal professionalism through participation in associations, professional groups, seminars and college course work.</li> <li><input type="checkbox"/> Implement computer technology into the School Nutrition Program.</li> <li><input type="checkbox"/> Monitor adherence of nutrition programs to federal, state and local laws and regulations concerning such matters as sanitation, safety and nutritional standards of the meal program.</li> <li><input type="checkbox"/> Operate Board-owned vehicle in a safe manner, and assume responsibility for all supplies and equipment on the vehicle.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to assignment.</li> <li><input type="checkbox"/> Review current developments, literature and technical source information related to job responsibilities.</li> <li><input type="checkbox"/> Monitor free and reduced-price meal application processing, bid and procurement processing and inventory.</li> <li><input type="checkbox"/> Review employee evaluations.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws as well as Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			

Position Title:	<b>Director, School Nutrition Program</b>		Code: 3D.005
Division Department:	Financial Management	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Financial Officer		
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<b>MINIMUM REQUIREMENTS</b>			
<p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<b>Fringe Benefits</b>			
<p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted: February 2017			
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Supervisor, Student Services</b>	Code:	4A.025
Division Department:	School Operations	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type:	Salaried-Exempt
		Retirement:	TRS
Contract Work Year:	235 Days		
Reports to:	Deputy Superintendent, Executive Director or Designee		
<b>MINIMUM QUALIFICATIONS</b>			
Masters degree or higher with Educational Leadership certification as required by the Professional Standards Commission. Minimum of five successful years as an educator, experience as a principal or central office staff member preferred.			
<b>GOAL</b>			
Assist the Executive Director and Deputy Superintendent of School Operations in providing the leadership necessary to develop, maintain and manage the best possible educational programs and services for the benefit of each individual student.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervise and coordinate School Nurse Program services and personnel; and directly supervise Lead Nurses.</li> <li><input type="checkbox"/> Supervise and ensure budget development and adherence for School Nurse and Social Worker programs and services.</li> <li><input type="checkbox"/> Communicate expectations and criteria for school-based student clubs; and review all student club applications for approval.</li> <li><input type="checkbox"/> Facilitate the participation of the School Counseling Program staff in professional development experiences that develop and enhance job-related knowledge and skills.</li> <li><input type="checkbox"/> Serve as liaison to the Department of Family and Children Services for principals and support staff.</li> <li><input type="checkbox"/> Organize and facilitate the District Crisis Response Management Team.</li> <li><input type="checkbox"/> Prepare and disseminate guidance-related literature and publications.</li> <li><input type="checkbox"/> Review and approve all vendor applications and budgets for the District Before/After School Programs.</li> <li><input type="checkbox"/> Provide support, information, and ongoing training to principals and school personnel, specific to homeless student/family services.</li> <li><input type="checkbox"/> Apply for the McKinney-Vento Homeless Assistance Grant to facilitate the enrollment, attendance and school success of homeless children and youth.</li> <li><input type="checkbox"/> Provide data and information to the Deputy Superintendent, as needed, for the development of programs and services identified by the Superintendent.</li> <li><input type="checkbox"/> Provide leadership for the design and implementation of student support delivery systems and personnel with focus on student welfare and achievement.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to assignments.</li> <li><input type="checkbox"/> Review current developments, literature and technical sources of information related to job responsibility.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as School Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.			
<b>MINIMUM REQUIREMENTS</b>			
In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.			
<b>Fringe Benefits</b>			
FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.			
Adopted: February 2017			
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Coordinator, Maintenance</b>	Code:	5B.030
Division Department:	Support Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type:	Salaried-Exempt
		Retirement:	TRS
Contract Work Year:	247 Days		
Reports to:	Supervisor, Maintenance		
<b>MINIMUM QUALIFICATIONS</b>			
<p>Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program. The following licenses are preferred: State of Georgia Electrical, Plumbing, Refrigeration or Warm Air License. Three years' experience in a similar environment. Ability to read blueprints, technical data and sketches; prepare estimates of materials from such information; willing to answer emergency calls at all hours, including off-hours; considerable knowledge of all trades necessary for building maintenance; ability to work well with others; able to climb and work from ladders or scaffolding, and carry heavy objects; must have a valid Georgia motor vehicle operator's license with endorsements compatible with assigned duties of Cherokee County Board of Education.</p>			
<b>GOAL</b>			
Assist the Maintenance Supervisor in providing a high level of building maintenance throughout the system.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate daily operations of maintenance staff.</li> <li><input type="checkbox"/> Gather and present budget preparation information to Director of Maintenance.</li> <li><input type="checkbox"/> Receive routine work orders from Maintenance Supervisor and follow instructions regarding assignments.</li> <li><input type="checkbox"/> Assist in obtaining information for estimates, and report on materials and labor for jobs that exceed minor maintenance.</li> <li><input type="checkbox"/> Obtain repair parts and supplies for all facets of building maintenance after expenditure approval from Supervisor of Maintenance.</li> <li><input type="checkbox"/> Advise users of systems about proper operation, and provide suggestions to enhance results.</li> <li><input type="checkbox"/> Initiate emergency purchases to include pickup and delivery of the material and processing necessary payment documents.</li> <li><input type="checkbox"/> Determine department operating objectives such as establishing or eliminating specific stock items; reviewing quality of stocked items; requesting faster deliveries by vendors, etc., and initiate actions to attain objectives.</li> <li><input type="checkbox"/> Inform Facility Zone Foremen of the need to do specific work based on priorities.</li> <li><input type="checkbox"/> Contact and converse with vendors and Supervisor of Maintenance to analyze and resolve problems.</li> <li><input type="checkbox"/> Review invoices for stock items and determine accuracy of prices and discounts; review bid requirements, and verify that requirements are observed.</li> <li><input type="checkbox"/> Obtain bids from outside contractors for repairs, including all necessary compliance documentation.</li> <li><input type="checkbox"/> Review and maintain facility Energy Management System conditions and scheduling.</li> <li><input type="checkbox"/> Maintain Access Control Systems.</li> <li><input type="checkbox"/> Maintain facilities work order management system.</li> <li><input type="checkbox"/> Coordinate with School Administration and outside vendors of all Summer/break repairs at their facility.</li> <li><input type="checkbox"/> Implement training objectives for all Maintenance employees.</li> <li><input type="checkbox"/> Operate Board owned vehicle in a safe manner, and assume responsibility for all supplies and equipment on the vehicle.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable, and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to the assignment.</li> <li><input type="checkbox"/> Review current developments, literature and technical source information related to job responsibilities.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			

Position Title:	<b>Coordinator, Maintenance</b>	Code:	5B.030
Division Department:	Support Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type:	Salaried-Exempt
		Retirement:	TRS
Contract Work Year:	247 Days		
Reports to:	Supervisor, Maintenance		
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<b>MINIMUM REQUIREMENTS</b>			
<p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<b>Fringe Benefits</b>			
<p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted: April 20, 2000			
Revised: March 2005, July 2008, October 2011, February 2017			

# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Supervisor, Planning/Facilities</b>		Code: 5E.030
Division Department:	Support Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried - Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Support Services Officer or Designee		
<b>MINIMUM QUALIFICATIONS</b>			
Degree with emphasis in planning, evaluation, research and/or measurement preferred. Minimum of three years work experience. Knowledge of data collection techniques. Ability to use computers to organize data and produce reports. Experience with AutoCAD and ArcView software preferred. Ability to analyze research findings, data and formulate conclusions.			
<b>GOAL</b>			
Assist Support Services in providing student enrollment forecasts along with translating forecasts into short and long-range plans for school facility needs and school attendance zones.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervise daily operations of Planning/Facilities staff.</li> <li><input type="checkbox"/> Develop and maintain pupil enrollment projections for planning a district-wide forecast by grade for a five-year period, including a forecast of student enrollment by school and school cluster and an annual long-range system-wide forecast of student enrollments for 5, 10 and 15 years.</li> <li><input type="checkbox"/> Develop and maintain a plan for dealing with student population changes such as closings, attendance zones changes, etc.</li> <li><input type="checkbox"/> Collect, analyze and organize data; i.e., economic outlook, labor projections, etc. for input into planning activities.</li> <li><input type="checkbox"/> Conduct the annual Attendance Area Focus Group Process to facilitate determining future pupil attendance zoning.</li> <li><input type="checkbox"/> Interpret school attendance areas to both the internal and external public.</li> <li><input type="checkbox"/> Maintain attendance zone maps for current and future attendance zones for each school and for each school cluster.</li> <li><input type="checkbox"/> Provide information to school administrators about rezoned students.</li> <li><input type="checkbox"/> Develop and maintain a system of analysis of demographic, land utilization, population saturation and neighborhood maturation for the purpose of refining and expanding upon enrollment forecasts.</li> <li><input type="checkbox"/> Maintain and operate geographic planning database that includes current and future school boundaries, plotting maps for planning and other pertinent information.</li> <li><input type="checkbox"/> Represent the School District at educational meetings.</li> <li><input type="checkbox"/> Serve as a liaison between Cherokee County Board of Education and municipal planning boards.</li> <li><input type="checkbox"/> Attend municipal planning and zoning meetings as directed to represent Superintendent and Board.</li> <li><input type="checkbox"/> Track all residential zoning cases and submit appropriate impact comments.</li> <li><input type="checkbox"/> Coordinate new school site selection, facilitate land procurement process and arrange for appropriate site surveys.</li> <li><input type="checkbox"/> Maintain inventory of real property holdings owned by the School District, manage property deed documentation and data.</li> <li><input type="checkbox"/> Analyze aerial surveys in relation to future property acquisition, facility construction and maintenance.</li> <li><input type="checkbox"/> Supervise Access Control Systems, work with vendors/staff to facilitate installation and upgrading of hardware &amp; programming and provide training, when requested.</li> <li><input type="checkbox"/> Supervise facilities work order management system and provide training, when requested.</li> <li><input type="checkbox"/> Review and maintain facility Energy Management System conditions and scheduling.</li> <li><input type="checkbox"/> Participate in on-call Facilities duties, as needed.</li> <li><input type="checkbox"/> Collect, analyze and manage Support Services budget data for presentation to Chief Support Services Officer.</li> <li><input type="checkbox"/> Administrate Support Services vehicle procurement process.</li> <li><input type="checkbox"/> Assist in managing Support Services technology and program acquisition.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Operate Board-owned vehicle in a safe manner and assume responsibility for all supplies and equipment on vehicle.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to the assignment.</li> <li><input type="checkbox"/> Review current developments, literature and technical source information related to job responsibilities.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as School Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			

Position Title:	<b>Supervisor, Planning/Facilities</b>	Code:	5E.030
Division Department:	Support Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type:	Salaried - Exempt
		Retirement:	TRS
Contract Work Year:	235 Days		
Reports to:	Chief Support Services Officer or Designee		
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<b>MINIMUM REQUIREMENTS</b>			
<p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<b>Fringe Benefits</b>			
<p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted: February 2017			
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Director, Information Technology</b>		Code:	6C.012	
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1		
Pay Grade:	Director	Pay Type:	Salaried – Exempt	Retirement:	TRS
Contract Work Year:	235 Days				
Reports to:	Chief Information Officer				
<b>MINIMUM QUALIFICATIONS</b>					
Bachelor's Degree from an accredited college or university in computer science, business administration, public administration or related field. Minimum of five years' experience in the administration of information technology systems for educational agencies. Demonstrate knowledge in networks and systems design and in managing information technology for business, school system or agency. Experience in a public K-12 school system preferred.					
<b>GOAL</b>					
Ensure seamless and expeditious implementation of enterprise level software and database systems for all school/work locations, and ensure that all such systems are operational, efficient and conducive to promoting productivity and efficiency in a K-12 environment. Position requires planning and implementing system level database systems and end-user devices; developing and maintaining current technology standards; and, compiling, verifying, analyzing and maintaining complex, detailed records.					
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>					
<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervise and evaluate assigned employees, provide professional development and training, and execute remediation as required to ensure employee performance meets acceptable standards.</li> <li><input type="checkbox"/> Manage the creation, flow, integrity, security and manipulation of critical computer-generated District data.</li> <li><input type="checkbox"/> Consult regularly with the Chief Information Officer for planning and coordinating projects, assigning priorities, acquiring product and special tasks.</li> <li><input type="checkbox"/> Keep the Chief Information Officer timely advised on all matters of significance involving the Division of Technology and Information Services.</li> <li><input type="checkbox"/> Manage data systems including provisions for fault-tolerance and data backup and recovery.</li> <li><input type="checkbox"/> Manage the development and maintenance of technical standards for District database architecture.</li> <li><input type="checkbox"/> Review, recommend and provide the tools and resources necessary to ensure the operability and interoperability of all systems.</li> <li><input type="checkbox"/> Maintain awareness of the installation/expansion of critical operations databases to ensure compliance with adopted technology standards.</li> <li><input type="checkbox"/> Develop and execute contingency plans for failed or severely damaged critical systems.</li> <li><input type="checkbox"/> Assess need, design, develop, implement, maintain and support of custom data and reporting solutions to enhance the efficiency of school district operations.</li> <li><input type="checkbox"/> Oversee the dispatch of personnel to provide administrative technology support throughout the district.</li> <li><input type="checkbox"/> Develop standards for the continued professional development of the technology staff.</li> <li><input type="checkbox"/> Maintain a system that tracks data quality in enterprise level applications.</li> <li><input type="checkbox"/> Compile reports, gather statistics and develop other documentation as requested by the Chief Information Officer.</li> <li><input type="checkbox"/> Direct the efforts in researching and recommending new and emerging technologies that have potential in the K-12 arena.</li> <li><input type="checkbox"/> Assess, recommend and provide for training on specific applications and programs adopted by the school district.</li> <li><input type="checkbox"/> Oversee the training, data input, data submission, data analysis and process completion related to state data reporting of student information.</li> <li><input type="checkbox"/> Provide ongoing guidance and assistance with the creation and fine-tuning of policies and procedures that are both global in scale to the districts priorities and objectives and specific to the operation of the Division.</li> <li><input type="checkbox"/> Coordinate with appropriate staff/departments to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others in accordance with federal, state and or local requirements</li> <li><input type="checkbox"/> Interact effectively with the public, staff members, students, teachers, parents and administrators, using tact and good judgment.</li> <li><input type="checkbox"/> Maintain strong communication channels with district level departments and schools regarding issues related to student information system software and state reporting.</li> <li><input type="checkbox"/> Adhere to the rules set forth by the Cherokee County Board of Education with regard to soliciting vendors for pricing.</li> <li><input type="checkbox"/> Adhere to the rules set forth by the Cherokee County Board of Education regarding the storage of bidding processes and documentation.</li> <li><input type="checkbox"/> Perform and promote all activities in compliance with equal employment nondiscrimination policies of The School Board of Cherokee County.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.</li> <li><input type="checkbox"/> Review and stay abreast of current developments, literature and technical sources of information related to job responsibilities.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Promote and maintain a positive, safe and professional work environment.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as School Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>					



Position Title:	<b>Director, Information Technology</b>	Code:	6C.012
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type:	Salaried – Exempt
		Retirement:	TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<b>MINIMUM REQUIREMENTS</b>			
<p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<b>Fringe Benefits</b>			
<p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted:	February 2017		
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT

## Job Description

Position Title:	<b>Supervisor, Technology Support Services</b>		Code: 6C.025
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type:	Salaried – Exempt Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		
<b>MINIMUM QUALIFICATIONS</b>			
<p>Bachelor's Degree from an accredited college or university in computer sciences or related field. Minimum of five years of experience (including at least two years supervisory or administrative experience) in the administration of information/education technology systems. Experience in a public K-12 school system preferred. Progressively more responsible work experience planning and installing campus level data and voice communications infrastructure systems and end-user devices; developing and maintaining technology standards and maintaining complex, detailed records.</p>			
<b>GOAL</b>			
<p>Ensure smooth and expeditious installation of data and voice communications infrastructure and technology equipment for all county locations and, ensure that all technology-based solutions, such as computers, network infrastructures and software applications are operational, efficient, secured and conducive to promoting productivity and technology literacy in a K-12 environment.</p>			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervise, coach and evaluate the daily work performance of assigned technology employees.</li> <li><input type="checkbox"/> Manage the curation, development and maintenance of technical standards manuals for infrastructure wiring, LAN/WAN design, end-user devices and any other technology-related equipment for which standards will be developed.</li> <li><input type="checkbox"/> Oversee the dispatch of personnel to provide technology support throughout the district.</li> <li><input type="checkbox"/> Provide daily onsite, monitoring, troubleshooting and problem resolution to the District's network services including fileserver operation and backup, information security, user provisioning and access control, application installation and readiness, and remote access.</li> <li><input type="checkbox"/> Ensure adequate levels of fault tolerance for key systems and maintain and regularly test a disaster recovery and business continuity plan.</li> <li><input type="checkbox"/> Consult regularly with the Chief Information Officer for planning and coordinating projects, acquiring product and special tasks.</li> <li><input type="checkbox"/> Coordinate with the Director(s) to review the installation/expansion of all electronic data communications systems to ensure compliance with adopted technology standards.</li> <li><input type="checkbox"/> Review, recommend and provide the tools and resources necessary to ensure the operability and interoperability of all systems.</li> <li><input type="checkbox"/> Ensure District technology assets are maintained, accurate and updated annually within the adopted platform.</li> <li><input type="checkbox"/> Develop and execute contingency plans for failed, stolen or severely damaged critical systems.</li> <li><input type="checkbox"/> Develop standards for the continued professional development of the technology staff.</li> <li><input type="checkbox"/> Maintain and utilize an electronic system that tracks the volume, type and status of technology-based work requests.</li> <li><input type="checkbox"/> Compile reports, gather statistics and develop other documentation as requested by the Chief Information Officer.</li> <li><input type="checkbox"/> Direct the efforts in researching and recommending new and emerging technologies that have potential in the K-12 arena.</li> <li><input type="checkbox"/> Professionally represent the Cherokee County School District at meetings, conferences and conventions.</li> <li><input type="checkbox"/> Assess, recommend and provide for training on specific applications and programs adopted by the school district.</li> <li><input type="checkbox"/> Oversee the management and condition of the Network Operation Centers.</li> <li><input type="checkbox"/> Provide ongoing guidance and assistance with the creation and fine-tuning of policies and procedures that are both global in scale to the districts priorities and objectives and specific to the operation of the Technology Department.</li> <li><input type="checkbox"/> Ensure the provision of end-user telephone and on-site support.</li> <li><input type="checkbox"/> Assist in the evaluation, assessment and implementation of new and emerging technologies.</li> <li><input type="checkbox"/> Adhere to the rules set forth by the Cherokee County Board of Education with regard to soliciting vendors for pricing.</li> <li><input type="checkbox"/> Adhere to the rules set forth by the Cherokee County Board of Education regarding the storage of bidding processes and documentation.</li> <li><input type="checkbox"/> Provide pricing and preferred vendor information to purchasing agents.</li> <li><input type="checkbox"/> Track repair of hardware items with vendors and resolve billing disputes.</li> <li><input type="checkbox"/> Perform and promote all activities in compliance with equal employment nondiscrimination policies of The School Board of Cherokee County.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.</li> <li><input type="checkbox"/> Review current developments, literature and technical sources of information related to job responsibilities.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Promote and maintain a positive and professional work environment.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as School Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			

Position Title:	<b>Supervisor, Technology Support Services</b>		Code: 6C.025
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<b>MINIMUM REQUIREMENTS</b>			
<p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<b>Fringe Benefits</b>			
<p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted: February 2017			
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Supervisor, Technology Field Services</b>		Code: 6C.047
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		
<b>MINIMUM QUALIFICATIONS</b>			
A minimum of five years' work experience (including at least two years supervisory or administrative experience) in the administration of information/education technology systems. Two years employee/project managerial experience preferred. Experience in a public K-12 school system preferred.			
<b>GOAL</b>			
Ensure the efficient installation of technology equipment for all District locations and ensure that all technology-based resources, such as computers, network infrastructures and software applications, are operational and conducive to promoting productivity, technology literacy and student achievement in a K-12 environment.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervise, coach and evaluate the daily work performance of field-based Technology Specialists, Technology Maintenance Specialists and Data Communication Specialists.</li> <li><input type="checkbox"/> Ensure the timely acquisition and delivery of hardware, software and support to end-users throughout the District.</li> <li><input type="checkbox"/> Consult regularly with the Chief Information Officer for planning and coordinating projects, acquiring product and special tasks.</li> <li><input type="checkbox"/> Coordinate the planning, acquisition and deployment of networked, online and computer-based software.</li> <li><input type="checkbox"/> Collaborate with appropriate staff on the development and presentation of Professional Development objectives for the field-based technology support staff.</li> <li><input type="checkbox"/> Provide oversight in the creation and management of major departmental and District projects and initiatives.</li> <li><input type="checkbox"/> Research and recommend new and emerging technologies that may add value and quality to the operations of the District.</li> <li><input type="checkbox"/> Develop and maintain a technology support schedule for all District work locations.</li> <li><input type="checkbox"/> Construct processes that assist with the aggregation of data for District reporting efforts.</li> <li><input type="checkbox"/> Ensure District technology assets are maintained, accurate and updated annually within the adopted platform.</li> <li><input type="checkbox"/> Create processes that enhance workflow and productivity.</li> <li><input type="checkbox"/> Provide consultation and advisement to senior management.</li> <li><input type="checkbox"/> Maintain and utilize an electronic system that tracks the volume, type and status of technology-based work requests.</li> <li><input type="checkbox"/> Ensure that the District's technology naming and numbering standards are followed.</li> <li><input type="checkbox"/> Annually develop and maintain a budget for anticipated expenses related to technology acquisition.</li> <li><input type="checkbox"/> Actively participate in the short and long term strategic planning for departmental projects, initiatives and business objectives.</li> <li><input type="checkbox"/> Thoroughly document unique processes, procedures and unique configurations and share that information with the District technology personnel.</li> <li><input type="checkbox"/> Ensure appropriate training is provided for all technologies as acquired by the District.</li> <li><input type="checkbox"/> Assist in the interviewing and selection of new employee candidates.</li> <li><input type="checkbox"/> Assist in the creation and delivery of an agenda for departmental staff meetings.</li> <li><input type="checkbox"/> Professionally represent the District at meetings, conventions and conferences when required and approved.</li> <li><input type="checkbox"/> Maintain a positive, professional, and safe work environment.</li> <li><input type="checkbox"/> Assist in the evaluation, assessment and implementation of new and emerging technologies.</li> <li><input type="checkbox"/> Adhere to the rules set forth by the Cherokee County Board of Education with regard to soliciting vendors for pricing.</li> <li><input type="checkbox"/> Adhere to the rules set forth by the Cherokee County Board of Education regarding the storage of bidding processes and documentation.</li> <li><input type="checkbox"/> Provide pricing and preferred vendor information to purchasing agents.</li> <li><input type="checkbox"/> Track repair of hardware items with vendors and resolve billing disputes.</li> <li><input type="checkbox"/> Perform and promote all activities in compliance with equal employment and nondiscrimination policies of the District.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license(s), certificate(s) and/or credential(s) as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to assignments.</li> <li><input type="checkbox"/> Participate in the periodic review of designated employee's job performance.</li> <li><input type="checkbox"/> Review current developments, literature and technical sources of information related to job responsibility.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Promote and maintain a positive and professional work environment.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as School Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			

Position Title:	<b>Supervisor, Technology Field Services</b>		Code: 6C.047
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-2
Pay Grade:	T31	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		
<b>IMPORTANT NOTES</b>			
<p><b>ESSENTIAL DUTIES</b>  Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<p><b>MINIMUM REQUIREMENTS</b>  In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<p><b>Fringe Benefits</b>  FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted: February 2017			
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT

## Job Description

Position Title:	<b>Director, Human Resources Information Systems (HRIS)</b>	Code:	7B.025
Division Department:	Human Resources	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type:	Salaried – Exempt
		Retirement:	TRS
Contract Work Year:	235 Days		
Reports to:	Chief Human Resources Officer		
<b>MINIMUM QUALIFICATIONS</b>			
<p>Master's degree or higher with proper certification as specified by the Professional Standards Commission OR Bachelor's degree or higher in Personnel Management, Human Resources or a related field. Five years of experience working with the development and reporting of personnel systems. Ability to maximize personnel technology to increase productivity, efficiency, and customer service within the organization.</p>			
<b>GOAL</b>			
<p>Configure, develop, maintain and report the School Districts HRIS system, applicant tracking system, Human Resources intranet, and internet communication sites. Also, leverage technology to ensure efficiencies with payroll, benefits, time and attendance, manager self-service, employee self-service, and organizational management activities across all departments.</p>			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide technical support for business applications and data processes to administrators and support staff relative to HRIS to ensure effective, efficient and appropriate utilization.</li> <li><input type="checkbox"/> Configure and customize HRIS and various personnel management modules to increase efficiencies within the organization: personnel administration, organizational management, payroll, benefits, ESS, MSS, time and attendance, contracts, records management, performance management, professional learning, etc.</li> <li><input type="checkbox"/> Review all system processes and give recommendations to increase efficiencies throughout the organization.</li> <li><input type="checkbox"/> Identify system problems and determine resolution options.</li> <li><input type="checkbox"/> Ensure current licensing, maintenance, updates, and configuration of software related to HRIS.</li> <li><input type="checkbox"/> Monitor progress of HRIS related projects and take corrective action as required to ensure that deadlines and business needs are met.</li> <li><input type="checkbox"/> Work with external technology support teams to write business and technical specifications.</li> <li><input type="checkbox"/> Build test plans and perform system testing; work with user and project development teams during the design, testing, and implementation of all systems and system changes; ensure users are provided appropriate manuals and training to be successful.</li> <li><input type="checkbox"/> Conduct routine review of application controls and security components.</li> <li><input type="checkbox"/> Prepare communications and provides updates to users and management when appropriate.</li> <li><input type="checkbox"/> Evaluate, coordinate, develop and deliver ongoing professional development/training to appropriate staff to optimize productivity and efficiency with HRIS system software applications.</li> <li><input type="checkbox"/> Maintain adequate records and develop reports/queries within each technology system that are core to the business needs.</li> <li><input type="checkbox"/> Develop, maintain and update as required custom data file transfers and interfaces between the District and external technology.</li> <li><input type="checkbox"/> Analyze data to measure organizational effectiveness and to provide recommendations for organizational improvements.</li> <li><input type="checkbox"/> Assist in maintaining, gathering, analyzing and organizing data and statistics for budgeting, auditing, and reporting as required.</li> <li><input type="checkbox"/> Monitor HRIS data quality to ensure accuracy and fidelity; report variances and provide recommendations for continuous improvement to processes.</li> <li><input type="checkbox"/> Leverage technology systems to automate allotment formulas when determining Human Resource needs.</li> <li><input type="checkbox"/> Assist with District recruiting and branding by utilizing internal and external technology resources.</li> <li><input type="checkbox"/> Collaborate with appropriate divisions in GADOE for mandated collection, reconciling, and submission of CPI data.</li> <li><input type="checkbox"/> Manage Human Resources internet and intranet to ensure excellent communication with District stakeholders.</li> <li><input type="checkbox"/> Relay issues, conditions and needs of the Human Resources Department to the Chief Human Resources Officer.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to the assignment.</li> <li><input type="checkbox"/> Review current developments, literature and technical source information related to job responsibilities.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			
<b>IMPORTANT NOTES &amp; ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			

Position Title:	<b>Director, Human Resources Information Systems (HRIS)</b>		Code: 7B.025
Division Department:	Human Resources	Evaluation Instrument:	JPEI-1
Pay Grade:	Director	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Chief Human Resources Officer		
<b>MINIMUM REQUIREMENTS</b>			
In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.			
<b>Fringe Benefits</b>			
FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.			
Adopted: February 2017			
Revised:			

# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Coordinator, Human Resource Services</b>		Code: 7B.041
Division Department:	Human Resources	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year:	235 Days		
Reports to:	Executive Director, Risk Management and Benefits		
<b>MINIMUM QUALIFICATIONS</b>			
<p>Minimum of two years post-secondary education; Bachelor's degree preferred. Minimum of three years of experience working in an administrative environment. Ability to establish and maintain effective working relationships with other employees and the general public; knowledge and understanding of state educator certification process preferred; ability to compose correspondence independently; ability to understand and carry out complex oral and written instructions; ability to organize and handle multiple tasks simultaneously; ability to utilize computer software effectively.</p>			
<b>GOAL</b>			
<p>Provide management support in all Risk Management and Benefits processes; including the administration of budgets, and daily processes and procedures. Ensure regulatory compliance in program coordination and assist in tracking expenditures and activities for fiscal oversight.</p>			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor, interpret and implement current laws, rules and policies pertaining to areas of responsibility.</li> <li><input type="checkbox"/> Review and make recommendations to the Executive Director or Director(s) on contracts, partnerships, policies, procedures, and new programs for the District.</li> <li><input type="checkbox"/> Provide management support and assistance to the Office of Risk Management/Benefits with projects relating to Employee Benefits.</li> <li><input type="checkbox"/> Provide management support and assistance with the development and coordination of new employee orientation, annual open enrollment and distribution of correspondence and updates pertaining to benefits to all employees.</li> <li><input type="checkbox"/> Provide oversight and ongoing analysis of all benefit enrollment transactions.</li> <li><input type="checkbox"/> Ensure guaranteed issuance and evidence of insurability requirements and procedures are implemented and followed in a timely manner; and in accordance with Benefit Plan contracts/policies.</li> <li><input type="checkbox"/> Provide recommendations to Executive Director or Directors as needed to maintain compliance with applicable state and federal laws or other Benefit Plan rules.</li> <li><input type="checkbox"/> Support the integration and interaction of the various functions of the employee benefits program.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to assignment.</li> <li><input type="checkbox"/> Review current developments, literature and technical source information related to job responsibilities.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<b>MINIMUM REQUIREMENTS</b>			
<p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<b>Fringe Benefits</b>			
<p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted: February 2017			
Revised:			



# CHEROKEE COUNTY SCHOOL DISTRICT **DRAFT**

## Job Description

Position Title:	<b>Coordinator, Recruitment</b>	Code:	7B.042
Division Department:	Human Resources	Evaluation Instrument:	JPEI-1
Pay Grade:	Coordinator	Pay Type:	Salaried – Exempt
Contract Work Year:	235 Days	Retirement:	TRS
Reports to:	Director of Staffing		
<b>MINIMUM QUALIFICATIONS</b>			
<p>Minimum of two years post-secondary education; Bachelor's degree preferred. Minimum of three years of experience working in an administrative environment. Ability to establish and maintain effective working relationships with other employees and the general public; knowledge and understanding of state educator certification process preferred; ability to compose correspondence independently; ability to understand and carry out complex oral and written instructions; ability to organize and handle multiple tasks simultaneously; ability to utilize computer software effectively.</p>			
<b>GOAL</b>			
<p>Efficiently and effectively coordinate key aspects of the School District's talent management process. Plan, implement and assess recruitment and talent selection processes; and evaluate applicant certification/licensure and work experience to ensure accurate administration of statutory regulations and local guidelines. Review requests and coordinate placements for university, collegiate and technical school students for clinical field experiences, observations and internships.</p>			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish and maintain relationships and networks to contribute and build the District's overall talent management efforts.</li> <li><input type="checkbox"/> Evaluate, review, maintain and extend partnership agreements with universities, colleges, technical schools and other educational agencies to promote ongoing talent development through District placement opportunities.</li> <li><input type="checkbox"/> Manage the budgeting, scheduling and logistics of all District talent management recruitment efforts and events.</li> <li><input type="checkbox"/> Apply best business practices to identify and recruit skilled applicants for teaching and all critical support positions.</li> <li><input type="checkbox"/> Utilize creativity, marketing resources and current technologies to develop and implement effective recruitment strategies that meet District goals; and source teacher and support candidates with a diverse range of critical skill sets.</li> <li><input type="checkbox"/> Conduct ongoing research and gather vacancy and market data to define effective talent management strategies.</li> <li><input type="checkbox"/> Evaluate personnel transcripts to identify certification areas in order to have all certified and classified staffing in compliance with state law and District employment requirements.</li> <li><input type="checkbox"/> Monitor, interpret and implement current laws, rules and policies pertaining to areas of responsibility.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to assignment.</li> <li><input type="checkbox"/> Review current developments, literature and technical source information related to job responsibilities.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			
<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<b>MINIMUM REQUIREMENTS</b>			
<p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<b>Fringe Benefits</b>			
<p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted: February 2017			
Revised:			