

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Chief Human Resources Officer

**Department:** Human Resources

**Date Reviewed:** September 2022

**Reports To:** Director of Schools

**Grade:** 511

**Purpose of Job**

Plans, directs, and administers all human resource functions for the District including employee recruitment, staffing, compensation, employee benefit programs, risk & safety management, school nurse program, labor relations activities, human rights compliance and personnel record systems. Administrator designee in the absences of the Director of Schools

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Develops and recommends District personnel policies; establishes personnel practices and procedures; administers such policies, practices, and procedures including hiring, staffing assignment, performance evaluation, retirement, transfer, leave of absence, termination, and others.
- Plans, directs, and supervises recruitment activities for all District positions in accordance with equal employment opportunity policies.
- Establishes and maintains a system of personnel records in compliance with regulatory agency requirements, including the preparation and submission of required personnel reports, to meet the District and employee needs for such records.
- Plans, directs, and administers wage and salary administration programs, including salary schedule structuring, employee classification, position descriptions and specifications, performance reviews, etc.
- Plans, directs, and supervises employee benefit programs.
- Plans, directs, and supervises labor relations activities for the District including collaborative conferencing.
- Acts as collaborative conferencing facilitator for management team.
- Prepares and recommends departmental capital and operating budgets and controls expenditures within approved budgets.
- Supervises the selection, hiring, and training of human resources department staff.

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- Plans and conducts professional development for Human Resources Leadership.
- Supervises the evaluation of human resources staff performance and recommendation of salary increases.
- Coordinates employee communication groups.
- Interprets and administers the policies and procedures as they apply to evaluation, wage and salary administration, benefits and other items and conditions of employment for employees.
- Serves as a member of the Director's Senior Leadership Team and participates in District-wide planning and management.
- Supervises the preparation of short and long-range plans for District-wide personnel activities and coordinates with school and District administrators.
- Conducts human resources related training for District Principals and Supervisors.
- Responds to community/Board questions, assists in recommending employment decisions which require Director's approval.
- Works collaboratively with other departments and department heads to facilitate support to all schools and work locations.
- Acts as Human Rights Officer, Title VI & VII Coordinator, conducting investigations.
- Acts as Chairperson of Employee Insurance Trust.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Master's degree or equivalent experience.
- Five years of responsibility in staffing and hiring, employee relations, development of HR policies and procedures preferred.
- Experience in school level or district administration preferred.

### **KNOWLEDGE OF JOB**

Considerable knowledge of the policies, procedures and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the Human Resources Department. Capability to develop and implement long-term goals in the effective operation of the school system. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education and employment law. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and other groups involved in the operation of the school system. Is able to assemble information and make written reports and operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency

situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**ATTENDANCE:**

A regular and dependable level of attendance is an essential function for this position.

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:**

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Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

### **COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

### **INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

### **PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**