Assistant Director for Human Resources

Reports to: Executive Officer for Human Resources
Supervises: None
Term of Employment: 12 months
Salary: Appropriate Central Office Administrator
FLSA Exempt/Non-Exempt: Salary Schedule Exempt

Qualifications:
- North Carolina related license
- School-based experience preferred
- North Carolina licensure in Administration
- Master’s degree in education-related field
- Successful principal experience preferred

Essential Job Functions:

- Establishes formal and informal mechanisms for maintaining lines of communication between administration and minority employees in the district
- Solicits feedback from educators of color to ensure equity and inclusion
- Develops strategies to recruit and retain a highly qualified workforce with a specific focus on educators of color
- Coordinates district advisory teams, such as the Advisory Team for Recruitment and Retention, Health and Safety Advisory Team and the Support Staff Advisory Council, as needed
- Assists, as needed, with Title IX and other designated investigations
- Collaborates with Office of Academics and Student Support Services to provide training designed to ensure support of a diverse workforce and equitable opportunities for students
- Assists with unemployment claims
- Serves as liaison with Beginning Teacher Program
- Assists with policy development
- Performs other duties and responsibilities as assigned by supervisor
Assistant Director for Human Resources

**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries of complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations

Moore County Schools 7/15/2021