



Director, Employment Services

Reports to: Chief Human Resources Officer

Structure/Grade: Unified 132

Division: Human Resources

Workdays: 246 Days

Position Summary

Oversee human resources operations, including providing leadership and management of staffing, recruitment, retention, and employee lifecycle processes. Provide strategic input on the organization's long and short-term plans, translating plans into objectives for the assigned function and aligning assigned teams towards common goals.

Essential Job Duties

- Oversee the organization's end-to-end recruitment process.
- Manage resource allocation effectively to maximize productivity and oversee the execution of projects to ensure adherence to timelines and quality standards.
- Provide input into the strategic direction of the company's initiatives and ensure their successful execution.
- Develop departmental procedures related to hiring processes, ensuring standard operation across divisions.
- Lead recruitment and retention programs.
- Monitor the hiring/staffing processes for fairness in filling vacancies with qualified candidates.
- Review employee contract release requests and coordinate contract non-renewal procedures annually.
- Oversee the management of the Paperless Application Tracking System (PATS).
- Manage the execution and implementation of special Human Capital projects.
- Analyze data to inform decisions and improve practices.
- Support the professional growth of staff by providing direction, support, and constructive feedback.
- Provide input into overall financial plans, maintaining fiscal accountability.
- Provide guidance to the teams, including through times of risk and uncertainty, aligning teams towards common goals.
- Perform additional duties as assigned.

Qualifications

- **Academic:**
 - Master's degree in closely related area with a minimum of five (5) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required.
 - Valid Georgia Professional Standards Commission approved certificate in educational leadership at level NL-5 or above required.
- **Non-Academic:**
 - Master's preferred and 5+ years of leadership experience. If Master's degree is not held, Bachelor's degree and 9+years of progressive field based leadership experience required. GAPSC Support Personnel License required.



Knowledge, Skills, and Abilities

- Knowledge of organizational and department planning principles
- Knowledge of labor issues and the principles of making efficiencies
- Knowledge of DCSD policies and procedures
- Knowledge of manpower and facilities requirements forecasting processes
- Knowledge of labor relations best practices
- Good computer skills and the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Strong administrative and management skills
- Ability to develop and understand financial and/or operating reports
- Ability to provide technical expertise to the department
- Ability to resolve problems that are not clearly defined
- Ability to plan, coordinate, and direct the work of others engaged in various professional, technical, and clerical functions
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Superior critical thinking and problem-solving abilities
- Excellent data and financial analysis skills and the ability to maintain fiscal accountability for assigned functions
- Ability to translate broad strategic plans into objectives for assigned functions
- Superior communication skills and the ability to interact with other organization leaders, providing thought and pushback on ideas
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations

Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 11/01/2024