

## CITY OF MADISON BOARD OF EDUCATION

211 Celtic Drive, Madison, AL 35758

### **Personnel Manager:**

#### **Qualifications:**

1. Four-year degree from an accredited college or university in business or human resource-related field or five years experience in personnel and certification services of a school system. (Preferred)
2. Experience with NextGen, Powerschools, and ALSDE portal, preferred
3. Skills in problem-solving, multi-tasking, dealing effectively and professionally with the public and with employees
4. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.

**FLSA Status:** Non - Exempt

**Reports To:** Personnel Supervisor

**Background Check Required:** (Ala. Code §§ 16-22A-5 ) Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation. Background checks must not be more than 10 years old.

#### **Essential Functions:**

1. Assists with preparing items for the Board agenda as required.
2. Assists in submitting all personnel reports to the various government agencies such as LEAPS, as required by Law.
3. Assists in the employment process (e.g. tracking of staff as compared to processing of applications, analyzing transcripts, assisting teachers with certification, maintaining SDE files of online renewals, licenses, and endorsements, etc.) for purposes of meeting staffing requirements while complying with established guidelines.
4. Assists in ensuring appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, transfers, terminations, and completion of state reports) for the purpose of being timely accurate, legal, and meeting organizational objectives.
5. Assists with verifying certification credentials for individuals recommended for Board actions.
6. Knowledgeable of Various Alternative Certifications
7. Works cooperatively and productively with supervisors and other system employees to ensure the system's vision, goals, and strategies are implemented and provide all pertinent data to all appropriate personnel within a designated time frame.
8. Assists in preparing and maintaining statistical information on all personnel, and submits the necessary statistical reports to the Board, State Department of Education and the Equal Employment Opportunity Commission, or other agencies as required.
9. Maintains appropriate confidentiality regarding school/workplace matters.
10. Ability to be effective and efficient with Microsoft Office and Google Suite.
11. Possesses physical, and emotional ability, and dexterity as needed to perform work required in a fast pace intensive work environment. Plans and accomplishes work within limited time periods.
12. Engages in professional growth, and demonstrates professional ethics and leadership.
13. Shows initiative and demonstrates a cooperative spirit.
14. Performs other related duties as assigned.
15. Attain AASBO Personnel Certification.

**This position will be subject to the Students First Act of 2011. Madison City Schools reserves the right to fill this position by transfer of a qualified applicant who is already employed by Madison City Schools.**

**Under the Students First Act of 2011, no credit toward tenure or non-probationary status is earned in the initial school year of employment if the date of hire occurs after September 30.**

**Expected Employment:** 240 days/ 8 hrs. (full year)

**Evaluation:** According to established Board policies and administrative procedures and guidelines.

**Salary Range:** According to Madison City Schools Salary Schedule (Salary based on employment for complete year). Up to 10 years experience will be counted for new employees who provide documentation of full-time experience in the area of concentration.

For Madison City Schools Salary Schedule, please [click here \(Right click and select "Open link in new tab"\)](#)