

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### CHIEF HUMAN CAPITAL OFFICER

**SALARY SCHEDULE: ADMINISTRATIVE – CHIEF**

**COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)**

#### QUALIFICATIONS:

- Master's degree from an accredited college or university in Educational Administration and Supervision, Educational Leadership, Business, Human Resource Management, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of administrative experience in a school-based or district office assignment at the level of principal or higher. Certification in Human Resource Management preferred.

OR

- Bachelor's degree from an accredited college or university in human resource management or a related field and five (5) years of recent senior level management experience in the field of human resources with a large organization or governmental institution having 500+ employees. Master's degree preferred. Certification in Human Resource Management preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Exhibited expertise in the collective bargaining process, along with a comprehensive understanding of Florida law and the Administrative Code pertaining to human resources management.
- Proficient in federal regulations and guidelines that oversee the employment process.
- Well-versed in Florida's funding mechanisms and budgetary practices.
- Acquainted with the laws, rules, and regulations relevant to risk management and employee benefits.
- Skilled in applying advanced interpersonal techniques to sustain effective working relationships.
- Equipped with abilities in problem-solving, strategic planning, supervision, organization, and time management. Competent in addressing sensitive personnel issues promptly and with professionalism.
- Adept at organizing and prioritizing tasks.
- Demonstrated proficiency in communicating clearly and effectively, both verbally and in writing.

#### REPORTS TO:

Superintendent or Designee

#### JOB GOAL

Leads and directs the Human Resources division, overseeing areas including Professional Standards, Employee Relations, Compensation, and Risk Management. Aims to attract and retain skilled staff through competitive salaries, training programs, and strong personnel relations. Manages recruitment, selection, training, performance, and retention, with a focus on teacher and principal effectiveness. Coordinates collective bargaining and labor relations.

#### SUPERVISES:

Employee Relations Administrator  
Staffing Administrator  
Supervisor, Risk Management  
Administrative Assistant III

#### PERFORMANCE RESPONSIBILITIES:

- Assess and respond to overall employee sentiments and perspectives.

## **CHIEF HUMAN CAPITAL OFFICER (Continued)**

- Collaborate with District and school staff to bolster school improvement efforts and processes.
- Collaborate with parents, external organizations, businesses, and the community to build awareness and support for District initiatives and priorities.
- Design and advocate for policies and strategies that optimize workforce utilization to further School Board goals.
- Develop and propose initiatives to enhance teacher presence, diversify faculty recruitment, advance long-term professional growth, provide structured leadership development for principals, and refine the interview process for prospective educators.
- Employ effective strategies and problem-solving techniques in planning, fund allocation, service delivery, and service evaluation.
- Formulate annual objectives aligned with and supporting District goals and priorities.
- Guarantee consistent adherence to standards regarding work hours, overtime, vacations, leaves of absence, holidays, and other policy areas.
- Guide the human capital team in aiding administrators with staff recruitment, interviews, evaluations, placements, promotions, demotions, or terminations.
- Lead the creation, execution, and evaluation of staff development activities in assigned areas.
- Lead, coordinate, and oversee risk management and benefits administration.
- Manage the wage and salary structure, including the maintenance of an effective evaluation program.
- Participate in or assist with the departmental budget creation and oversee its execution.
- Preserve expertise in specialized areas to achieve project aims and objectives.
- Regularly update the Superintendent on potential challenges or notable occurrences.
- Stay informed about current trends and best practices in your areas of responsibility.
- Supervise personnel, conduct annual reviews, and recommend suitable employment actions.
- Support and clarify the application and execution of personnel policies.
- Undertake personnel research, compile statistical data, and develop or assist in educational training programs.
- Converts the organization's goals for student success into a clear, measurable human capital strategy.
- Coordinates district management development, including administrative training and interview techniques.
- Creates and implements a strategy for hiring, deploying, and keeping effective teachers, principals, and staff.
- Develops and communicates policies for equal employment and education compliance.
- Focuses on retaining high performers and addressing low performance across the organization.
- Fosters an organizational culture that mirrors student demographics and embodies the organization's mission and values.
- Guides succession planning for critical positions in the organization.
- Handles labor relations for the Sarasota County School Board, including collective bargaining, grievance procedures, arbitration, and consulting on changes in employment terms.
- Interprets contracts for other divisions regarding personnel actions and bargaining unit changes.
- Liaises with community groups to communicate Human Resources initiatives and the District Strategic Plan.
- Manages employee compensation to attract and retain qualified staff.
- Manages the creation and distribution of teacher, student, and personnel calendars.
- Oversees employee recruitment, placement, orientation, transfers, evaluations, terminations, retirements, and records, including specialized hiring.
- Participates in the Administrative Prescreening/Interviewing Committee.
- Prepares personnel board lists and board agenda items related to responsibilities.
- Prioritizes Human Resources' main clients – principals and their managers – in all human capital initiatives, enhancing their human capital management skills.

## **CHIEF HUMAN CAPITAL OFFICER (Continued)**

- Works with academic departments and principal managers for successful human capital strategy execution.
- All Sarasota County Schools employees have emergency response duties; this includes availability for irregular work hours and assignments at non-standard locations, particularly during emergency events. Responsibilities during such events are extensive and may require prompt relocation to challenging operational environments.
- Undertakes additional duties as required.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 11**