

Appendix D
Content Validity of Personnel Responsibilities: Results Completed by Members of Tidewater
Association of School Personnel Administrators

Responsibility	<u>N</u>	<u>%</u> ^a
Establish guidelines outlining the number and types of staff that a school or office may hire	10	100
Develop specific guidelines for supervisors related to district's affirmative action plan	10	100
Market the school district as a prospective employer	10	100
Coordinate staffing for adult education program	10	100
Plan/conduct staff development for instructional staff	10	100
Plan/conduct staff development for non instructional staff	10	100
Participate in employee councils or advisory groups	10	100
Develop/administer guidelines for reduction-in-force	10	100
Develop/administer programs to decrease staff absenteeism	10	100
Develop/monitor student enrollment projections	10	100
Develop forecasts of staffing needs	10	100
Develop the personnel-related components of the budget	10	100
Negotiate with employee groups	10	100
Interpret contract management and application of contract terms	10	100
Conduct recruitment activities for all positions	10	100
Act as the liaison between prospective employees and supervisors within the district who have positions to fill	10	100
Conduct pre-employment testing	10	100
Conduct reference/background checks for professional staff	10	100
Conduct reference/background checks for nonprofessional staff	10	100

(table continues)

Responsibility	<u>N</u>	<u>%</u> ^a
Interview candidates for instructional or administrative positions	10	100
Interview candidates for support staff positions	10	100
Offer position and process paperwork to hire instructional or administrative staff	10	100
Offer position and process paperwork to hire support staff	10	100
Review applications for instructional or administrative positions	10	100
Review applications for support staff positions	10	100
Conduct interview/process paperwork for exiting staff	10	100
Conduct new employee orientation and induction programs	10	100
Develop/implement career ladder programs	0	100
Develop/implement procedures for internal promotions/transfers	10	100
Develop/implement disciplinary procedures	10	100
Develop guidelines and procedures for staff evaluation	10	100
Develop job descriptions	10	100
Conduct job analysis/salary studies	10	100
Provide notification about contracts and salaries to employees	10	100
Post vacancies/place advertisements regarding openings	10	100
Develop salary schedules	10	100
Administer the staff payroll operations	10	100
Administer unemployment compensation claims	10	100
Administer worker's compensation claims	10	100
Provide personal counseling for employees	10	100

(table continues)

Responsibility	<u>N</u>	<u>%</u> ^a
Inform new employees about employee benefits	10	100
Develop/implement an employee recognition/awards program	10	100
Administer tuition assistance programs	10	100
Develop/implement employee day care programs	0	100
Administer the employee retirement program	10	100
Monitor human relations and EEOC complaints for the district	10	100
Review and mediate employee grievances	10	100
Screen applicants for the position of substitute teacher	10	100
Develop/maintain the list of substitute teachers	10	100
Contact substitute teachers as needed by schools on daily basis	10	100
Act as the supervising office for substitute teachers in regard to accounting for hours and payment	10	100
Administer the employee health insurance program	10	100
Coordinate employee assistance program (EAP)	10	100
Process paperwork for sick leave, annual leave, etc.	10	100
Contract with individuals outside the district for services	10	100
Administer an employee social/recreation program	10	100
Negotiate with providers of employee health insurance, etc.	10	100
Develop/implement employee wellness programs	10	100
Maintain personnel records	10	100
Complete federal/state/local reports pertaining to personnel	10	100
Provide data as requested by superintendent and school board	10	100
Develop personnel-related information for the school board	10	100

(table continues)

Responsibility	<u>N</u>	<u>%</u> ^a
Develop/distribute an employee handbook outlining policies, procedures, and benefits	10	100
Develop/distribute an employee newsletter	8	80
Develop/conduct employee attitude and opinion surveys	3	70

^a Participants were asked to check whether they had responsibility for each item. This is the percentage of the respondents that checked “yes”.