

Research paper on human resource management

[Literature](#), [Russian Literature](#)



Organizational Chart

For the purpose of this discussion, the organizational set-up for a typical school shall be examined. The organizational chart for a school is shown below.

Figure 1 Organizational Chart for a School

Job Description

Four (4) critical positions from this organization are considered, the school principal, the assistant school principal, the classroom teacher, and the school nurse. Job descriptions and job guides are based on the US State Board of Education descriptions. Job descriptions for similar positions in a different educational institution may vary. Job guides for each position are listed below.

Position: School Principal

Job Description:

- Direct reports to the School Superintendent
- In charge of all school personnel (indirect and direct employees) and is in charge of defining the roles and responsibilities of said school personnel as well as fostering their professional growth
- Serves as the administrator of all school policies, programs, activities and budgets based on the curriculum requirements of the school
- In charge of conceptualizing and implementing goals of the school including instructional, extracurricular and athletic goals of the school.
- Ensure that student progress is sustained and is chiefly responsible for implementing programs that support up-to-date student data

- Ensure personnel communication within the school organization
- Ensure involvement of the school in community affairs

Position: Assistant Principal

Job Description

- Directly reports to the School Principal
- The assistant principal shall be an integral part of the administrative team that shall develop, implement, manage and review the school's administrative programs
- The assistant principal shall provide assistance in developing the school program, especially in the administration of all school policies, programs, activities and budgets based on the curriculum requirements of the school
- The assistant principal shall assist in the conceptualization and implementation of the goals of the school including instructional, extracurricular and athletic goals of the school.
- The assistant principal shall assist in the involvement of the school in community affairs
- The assistant principal shall assist in the preparation of budgets and the management of schedules especially the co-curricular programs of the school
- The assistant principal shall be in charge of handling disciplinary procedures
- The assistant principal shall be in charge of coordinating the services of the school particularly the auxiliary services utilized by the schools different programs

Position: School Teacher

Job Description

- Directly reports to the School Principal and shall carry out duties and responsibility for the assigned class
- Shall work day-to-day to manage the implementation of the school's academic and non-academic curriculum and shall be responsible for the safety and welfare of the pupils
- Shall promote the goals of the school particularly the philosophical basis of the school's education system

Position: School Nurse

Job Description

- Directly reports to the School Principal and shall carry out duties and responsibility for the managing the school's medical clinic
- Provide health assessments and in doing so obtain health and development histories of student patients, conduct primary medical screenings, provide fundamental health findings and assist with physical examinations

Job Performance Review Guide

The job guide shown below shall be utilized for the positions described in the preceding section of this document.

Employee

TIME-BASED Performance goals

Skills and knowledge development

Work Processes and Methods

Feedback

Position: School Principal

Job Performance Guide

- Must have appropriate educational background
- Must have experience managing academic institutions for a significant number of years and in a relevant position
- Must be able to address academic, non-academic, community, human resource, finance and other important business issues

Position: Assistant Principal

Job Performance Guide

- Must have appropriate educational background
- Must have experience managing academic institutions for a significant number of years and in a relevant position
- Must be able to address academic, non-academic, community, human resource, finance and other important business issues

Position: School Teacher

Job Performance Guide

- Must have appropriate educational background, a graduate of education majoring in relevant subject matter
- Must be able to address academic issues within the classroom
- Must be able to manage student requirements in and outside the classroom
- Must be able to generate teaching plans, teaching aids, lesson summaries and must be able to communicate these to the students

- Must be able to form relationships with parents and guardians for the benefit of the students

Position: School Nurse

Job Performance Guide

- Must have appropriate educational background
- Must have experience as a health care professional
- Must be able health-related issues for the school students, faculty and staff
- Must be able to administer first-aid and other primary medical treatments when needed
- Must be responsible for the orderly use of the school clinic at all times

When the organization's human resources are managed, it is said that it will achieve its business objectives . This is the importance of a sound human resource management strategy. This strategy is a functional way of making sure that the issues related to the people working in an organization, are evaluated and resolved appropriately. The process of managing human resources thus becomes an innovative process that lead to further growth and sustainability for the company.

The hypothetical example in this document, a school, must strive to locate a common ground for employee sustainability based on what it thinks is fair and sustainable. It will do so because the school recognizes that the demands for people are changing thus as an organization with a common goal, it is to its interest that its people are motivated to address the changing demand and to translate those changes into common benefits.

Thus Human Resource development is an important function for a company that wishes to become sustainable. HR strategy starts at developing an idea

of what type of employee a corporation needs, finding that person, developing that person and assisting that person with his tasks, and ensuring that that person becomes productive and happy. Sustainable HR policies therefore positively affect employees in the short run and the company in the long run and could be developed by ensuring that managers, personnel, management systems and processes, measurements for performance, rewards and other organizational systems work in union to ensure that the company performs optimally.

Like any other company today, the hypothetical school needs to make a lot of difficult, complex and often far-reaching decisions. The school must sit down to plan, re-plan, refine and review its goals and policies to ensure organizational growth and development, which is what the future will be through the application of a sound HR policy.

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