

## Human Resources Institute

The successful operation of any school system depends upon effective organization, recruitment, and management of human resources.

This institute provides a comprehensive reference manual. Instruction emphasizes how to organize and operate a successful public school personnel office on a day-to-day basis.

GSSA's 3 PLU Human Resources Institute consists of three highly-focused classes offering 36 content hours, held in three 1 1/2-day sessions.

Throughout the course, participants will engage in activities that will include, but not be limited to, the following:

- Review of laws, rules, regulations, and best practices associated with recruitment and hiring of qualified school district personnel
- Identification of best practices and examination of effective examples of:
  - a) recruitment and retention strategies
  - b) application processes
  - c) screening and selection criteria
  - d) reference and background checks
  - e) interviewing and final selection
  - f) employment recommendations
- Examination of best practices and identification of effective examples of:
  - a) evaluating staff performance
  - b) employee compensation
  - c) retirement
  - d) benefits
  - e) administration of federal employment laws

Ms. Valerie Suessmith is the instructor for this institute.

**Valerie A. Suessmith** is the Assistant Superintendent of Human Resource Services for the Henry County School System. Prior to working with Henry County, Valerie was the Director of Human Resources with the Rockdale County School System. Her private sector experience includes serving as a consultant in the area of human resources management and training & development. She also has worked as a trainer for a bank, and as a director of adult education programming for Clayton State University.

With a bachelor's degree in Psychology and Sociology from the College of William and Mary in Williamsburg, Virginia, and a master's in Human Resource Development from Georgia State University, Valerie has over 28 years of experience in the fields of human resources, training & development, and communications.

### **Human Resources Institute – 3 PLUs**

The schedule for this institute is 3:00–6:00 PM on the first day, and 8:00 AM–5:00 PM on the second day.

### **Tuition: \$495**

August 27-28, 2014 (W, Th)

September 10-11, 2014 (W, Th)

October 15-16, 2014 (W, Th)

### **Location/Lodging**

Homewood Suites by Hilton

Room rate: \$109

1514 Bass Road (I-75, exit 172)

Macon, Georgia 31210

478.477.9776

*Participants are responsible for making lodging reservations. Hotel rooms for attendees at GSSA institutes and workshops may be reserved at the host hotel. Be sure the hotel staff knows that you are with GSSA.*

### **Who Should Attend?**

All GSSA Institutes are designed for superintendents, central office administration/staff and principals.

### **Questions?**

For more information on GSSA's Institute and Workshop Series and to register online, go to [www.gssanet.org](http://www.gssanet.org) or contact Debra Harden, GSSA Professional Development Director, at [dmharden@gsu.edu](mailto:dmharden@gsu.edu) or 706.425.1979.

