

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. This program is designed to support individual leaders' professional growth goals and is aligned to the Leader Keys Effectiveness System.

GSSA's Human Resources Institute consists of three highly focused classes offering 36 content hours, held in three 1 ½ day sessions.

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

- Review 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:
 - Recruitment and retention strategies
 - Application processes
 - Screening and selection criteria
 - Reference and background checks
 - Interviewing and final selection
 - Employment recommendations
- Examination of best practices and identification of effective examples of:
 - Evaluating staff performance
 - Employee compensation
 - Retirement
 - Benefits
 - Administration of federal employment laws
- Other topics for discussion include:
 - Social media
 - Investigations
 - Available resources

Mrs. Valerie A. Suessmith is the instructor for this institute.

Valerie A. Suessmith served as Chief Human Resource Officer for the Henry County School System until her retirement. 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 human resources management and training & development. She also has worked as a trainer for a bank, and a director of adult education programming for Clayton State University. She has served as President of the Georgia Association of School Personnel Administrators and

presently serves as the President of the Georgia Association of Educational Leaders.

Human Resources Institute Tuition: \$750

The schedule for this institute is 1:00-4:00PM on the first day, and 8:30AM-4:30PM on the second day.

Fall

August 13-14, 2025 (W,Th)

September 3-4, 2025 (W,Th)

November 12-13, 2025 (W,Th)

Spring

January 14-15, 2026 (W,Th)

February 4-5, 2026 (W,Th)

March 4-5, 2026 (W,Th)

Institute Location:

Georgia Farm Bureau
1620 Bass Road
Macon, GA 31210
478.474.8411

Lodging Location:

Homewood Suites, Macon North
Room rate: \$149
Taxes and fees not included
1514 Bass Road
Macon, GA 31210
478.477.9776

Holiday Inn Express & Suites, Macon North
Room rate: \$129
Taxes and fees not included
240 N. Macon Street
Macon, Georgia 31210
478.812.8989

*Participants are responsible for making lodging reservations at the host hotel. Be sure to inform Reservations that you are with GSSA. There are only a certain number of rooms with the blocked rate. Block is released **28 days** prior to the event date.*

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 on-line, go to www.gssaweb.org or contact Keith Porter, GSSA Professional Development Director, at klporter112@gmail.com or 770.880.9212.