

## **JOB DESCRIPTION**

**JOB TITLE:**            **DIRECTOR OF HUMAN RESOURCES**

**REPORTS TO:**        **SUPERINTENENT OF SCHOOLS**

**DEPARTMENT:**     **CARBON CO. SCHOOL DISTRICT CENTRAL OFFICE**

### **I. NATURE AND SCOPE OF JOB:**

The job of Director of Human Resources was established for the purpose/s of directing human resource programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

### **II. ESSENTIAL FUNCTIONS:**

- 1.** Administrators a wide variety of personnel policies, processes and employment agreements (e.g. recruitment, selection, hiring, and retaining highly qualified personnel; employee orientation, employment contracts, compensation schedule, etc) for the purpose of conforming to District policies, relevant laws, contracts and agreements.
- 2.** Consults and advises administrators on a wide variety of sensitive personnel issues (e.g. discipline, hiring, promotions, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations.
- 3.** Coordinates the recruitment process (e.g. advertising vacancies, screening applicants, conduction interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining highly qualified staff.
- 4.** Stands as the front line legal department of the School District in collaboration with the Superintendent of Schools.
- 5.** Creates, adopts, and maintains all evaluation systems for each category of staff member including the district approved teacher evaluation system. Directs and trains principals on improvement plans, non-renewals, resignations and coaching of personnel.
- 6.** Is the Central Administration representative on Board Teacher Administrator Advisory Committee (BTAAC).
- 7.** Is responsible for Employee of the Month Program (Certified & Classified).

8. Is responsible for the teacher mentor program in collaboration with the Superintendent of Schools or designee.

9. Investigates grievances and /or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.

10. Maintains manual and electronic documents, files and records (e.g. background information, personnel files, vacancy listings, applicant tracking, substitute acquisition system; HR website, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.

11. Monitors a variety of processes (e.g. certified and classified vacancy posting process, interview schedules, substitute placement, certified and classified placements, personnel transfers, new employee orientation, departmental procedures, position control, un-employment claims, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements.

12. Is an active participant in the creation and maintenance of the District staffing plan.

13. Participates in meetings, workshops, job fairs and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.

14. Communicates daily with the Superintendent of Schools on sensitive issues regarding District employees.

15. Is responsible for any and all other duties as assigned by the Superintendent of Schools.

### **III. EXPECTATIONS:**

1. Maintain confidentiality in all matters of the district.
2. Maintain a positive attitude that supports the District Vision and Mission.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

### **IV. JOB QUALIFICATIONS:**

#### **A. Knowledge, Skills and Mental Ability:**

1. Ability to communicate effectively with employees and other constituents.
2. Must have a valid drivers license and vehicle.

**B. Education and Experience:**

1. Master's Degree in Education related Field
2. Certifiable through Wyoming Teaching Standards Board with Principal/Director/Superintendent Endorsement.
3. Experience as a Successful Classroom Teacher/successful Campus Administrator.

**C. Physical Demands:**

1. Ability to tolerate physical demand specifically related to and necessary for performing all functions associated with the position.
2. Accurate perceiving of sound, near and far vision, depth perception.
3. Ability to provide highly technical oral and written information.
4. Ability to walk, stand, and sit for long periods of time without fatigue.

**D. Environmental Demands:**

1. Air conditioned building
2. Fluorescent lighting
3. Ability to tolerate environmental demands specifically related to and necessary for performing all position functions.

**Nondiscrimination Statement:**

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinators are Debi Gaines and Traci Blaize.

1/19/09, 1/2/14