

WAUNAKEE COMMUNITY SCHOOL DISTRICT

DIRECTOR OF HUMAN RESOURCES

Job Description

QUALIFICATIONS:

1. Master's or advanced degree.
2. Minimum of 5 years' experience in human resource administration including recruitment and selection, wage and benefit administration, and policy implementation—preferably in a school setting.
3. Current knowledge of federal and state employment laws.
4. Excellent communication and interpersonal skills.

REPORTS TO: District Administrator

GENERAL RESPONSIBILITIES:

The Director of Human Resources provides leadership and strategic vision and support to district departments and schools to ensure alignment with District strategic plan and goals. Assumes primary responsibility for the development and administration of personnel programs of the district; recruitment, hiring, staffing, orientation, compensation and benefits, administration of employee guidelines and negotiated agreements, oversight and counsel regarding compliance with employment laws and regulations, and supervision of staff. Uses data and available analytical tools in the decision making process. Serves as administrative liaison to the Board Human Resources Committee.

ESSENTIAL FUNCTIONS:

- A. Personnel Records and Recruitment:
1. Oversee the recruitment and selection processes for all permanent and substitute district employees, including: posting and advertising vacancies, identifying potential candidates by reviewing and screening applications, monitoring and participating in the selection process to ensure legal and effective procedures, insuring that background checks and reference checks have been completed, and maintaining applicant files.
 2. Serve as district liaison to university teacher education programs for student teachers, recruitment, and placement.
 3. Oversee the district's personnel recordkeeping process, including all information necessary to maintain current records on licenses, training, assignments, and contracts. This includes administering the contract and salary schedules for all personnel, determination of salaries and preparing individual contracts. Serve as the custodian of the district's personnel files.
 4. In conjunction with the Business Manager, establish and maintain competitive and affordable compensation and benefits planning for all levels of District staff.
 5. Coordinate the revisions of job descriptions.

B. Negotiations and Agreements:

1. Maintain updated staff handbooks and negotiated agreements and distribute them to appropriate personnel.
2. Work with the District Administrator, the Board, and the Business Manager in the negotiating process with professional and support staff. This includes formulating and suggesting initial proposals to be presented by the Board, analyzing proposals made by employee groups, and suggesting general directions and strategy
3. Interpret and enforce existing personnel policies and regulations to staff and make recommendations concerning the formulation of new policies and regulations.

C. Staff Development and Training:

1. Oversee new staff orientation to include staff handbook/contract, salary schedule, insurance benefits and forms, letters of employment and individual contracts.
2. Attend staff and department meetings as requested to provide information and updates regarding personnel issues.
3. Work with district-level administrators to ensure staff professional development needs are being met.

D. Employee Benefits:

1. Oversee enrollment, changes and termination of employees for the district's health, dental, life, long-term disability, and other plans.
2. Serve as a resource person for staff on the district's employee benefit programs, including health insurance, life insurance, long-term disability insurance, retirement plans, dental insurance, vision insurance, prescription coverage, sick leave, personal leave, vacation, and leaves of absence.
3. Monitor benefit administration to ensure that benefits are provided in a consistent manner and conform to state and federal legislation.
4. Serve on District's Insurance Committee
5. Administer the district's leave programs and ensure that the District is in compliance with applicable laws. Maintain a balance between providing appropriate coverage for employees while also limiting the impact of excessive absence costs.
6. Monitor Worker's Compensation and Long-Term Disability cases.
7. Oversee the Employee Assistance Program (EAP).
8. Monitor Unemployment claims; challenge as necessary.

E. Supervision/Evaluation:

1. Supervise employees in the human resources office.

2. Coordinate, supervise/evaluate classified staff in cooperation with other administrative staff.
3. Monitor the district's evaluation programs and procedures for consistency, fairness, and compliance with employment guidelines.
4. Participate in grievance proceedings as required or requested.
5. Direct and assist administrators/supervisors in contract non-renewal, layoffs, and investigations of alleged employee misconduct, progressive discipline procedures, and terminations.
6. Represent the District as required or requested at arbitration hearings or court proceedings.

F. Administrative:

1. Serve as the district's compliance officer for the State and Federal Family and Medical Leave Acts and the Americans with Disabilities Act.
2. Service as the district's equity and discrimination compliance officer.
3. Oversee the maintenance and updating of staffing and certification reports for state and federal agencies.
4. Respond to surveys and questionnaires requesting information on the district's personnel programs, benefits, and salaries.
5. Serve as chair of the staff Recognition Committee and coordinate the district's staff recognition programs including the annual banquet.
6. Serve as liaison to District Wellness Committee and monitor district climate and culture.

G. Other Responsibilities:

1. Keep current on employment laws, regulations, rules, and policies, and advise those affected by them.
2. Work with the District's legal counsel as necessary to ensure compliance on various issues.
3. Serve as liaison to, and provide support to the Human Resources Committee of the Board of Education.
4. Perform additional responsibilities as assigned by the District Administrator.

Adopted: 9/11/95

Revised: October 2006
December 2018