

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Director of Human Resources**

Reports To: **Superintendent**

Pay Schedule/Range:

FLSA Status: **Exempt**

Prepared/Revised Date: **April 19, 2021**

Work Year: **260 Days**

SUMMARY: The Director of Human Resources reports directly to the Superintendent of Schools. The person in this position is expected to direct, monitor, and assess all functions of the human resource office. This person may supervise full time and part time office employees as authorized by the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Labor Relations/Negotiations A. Authority/Responsibility – Serve as a negotiator and labor relations resource for all district bargaining.		
B. Representative Activities 1. Administration of collective bargaining agreements 2. Act as a resource to district staff on contract management issues 3. Coordinate labor forms and procedures across buildings to ensure consistency 4. Communicate relative contract management terms to staff 5. Prepare appropriate and related materials for negotiations 6. Participate in mediation or other conciliation processes 7. Provide communication vehicles between District and employee representative groups to enhance collaborative working relationships 8. Serve as designee for the purpose of hearing employee grievances		
II. State/Federal Regulations A. Authority/Responsibility – Monitor all state and federal programs and report on these related to HR and administrative services so the district is in compliance		
B. Representative Activities 1. Serve as a District FOIA Officer 2. Serve as District Title IX Officer and coordinate Title IX compliance 3. Coordinate personnel compliance with the Americans with Disabilities Act, as amended 4. Coordinate personnel compliance with the Rehabilitation Act of 1973, as amended 5. Provide procedures and guidelines to harassment and bullying 6. Provide procedures and guidelines to child abuse and student safety 7. Provide procedures and guidelines around visitors to district school		
III. Staffing A. Authority/Responsibility – Direct, monitor, and assess the recruitment, hiring, assignment, induction, transfer, retention, termination of employees in accordance with Board policy district procedures, and contract agreements		

<p>IV. Policy/Procedures/Protocols</p> <p>A. Authority/Responsibility – Direct development, review and implementation of all policies, procedures, and protocols related to HR and administrative services.</p>		
<p>B. Representative Activities</p> <ol style="list-style-type: none"> 1. Develop district Board policies related to personnel issues 2. Create and implement a consistent hiring procedure for all areas of employment 3. Develop, implement and monitor an evaluation process for all staff 4. Facilitate employee evaluation system 5. Review building personnel questions and determine need for attorney contact 6. Development job descriptions and personnel handbooks for all job categories 7. Oversee voluntary transfer policy and process 		
<p>V. Relationship with the Superintendent of Schools</p> <p>A. Authority/Responsibility - Assist the Superintendent with District and Board of Education issues related to Human Resources.</p>		
<p>B. Representative Activities</p> <ol style="list-style-type: none"> 1. Submit all required Board of Education reports in a timely manner 2. Provide support for all Board of Education issues as directed by the Superintendent 3. Through ongoing communication, keep the Superintendent informed of issues to protect the integrity of the organization 4. Respond to questions from the Superintendent in a timely, efficient and effective manner 		
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Professional Educator License with General Administrative Endorsement (Type 75 or Principal Pre K-12 Licensure), OR
- Master’s Degree in Human Resources

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.
- Current and active qualifications for licensed staff evaluation, including principal evaluation

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication
- English language skills
- Bilingual oral and written communication skills preferred
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Advanced knowledge of instructional strategies for students with medical needs, autism, developmental delay, specific learning disabilities, behavior disorders, and other health impairment.
- Advanced knowledge of the process, creation and requirements of Individual Education Plans and Section 504 plans
- Treats others with respect, works with integrity and ethics, and demonstrates teamwork skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, direct staff regarding safety expectations, correct unsafe conditions/practices, and inform the Supervisor regarding any urgent conditions

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Superintendent

	POSITION TITLE	# of EMPLOYEES
Direct reports:		
	None	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 51 pounds. The employee may be required to respond to a child in crisis and employ approved restraint techniques. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.