

**JOB DESCRIPTION**  
**Director of Administration and Human Resources**

This position reports to the Superintendent of Schools.

1. Assists the Superintendent in the recruitment and selection of administrators.
2. Supervises Principals in selection of licensed staff.
3. Recruits all classified and licensed personnel, as well as substitute teachers.
4. Assists in negotiations, and represents the School Board as chief negotiator for some employee units as assigned by the Superintendent.
5. Administers the coordination of the district teacher evaluation system.
6. Administers employee labor relations agreements for all licensed personnel except the Superintendent, Directors, and Principals.
7. Makes recommendations regarding staffing to the Superintendent for all assigned employee groups.
8. Assists the Superintendent in reviewing and revising school district policies.
9. Advises Administrators on legal issues related to students and employees.
10. Conducts internal investigations and coordinates district responses to human rights, discrimination and harassment complaints.
11. Coordinates the collection of data and filing administrative reports for the Educational Cooperative Service Unit, the Minnesota Department of Education, and other agencies as assigned by the Superintendent.
12. Supervises the preparation of the state attendance report.
13. Administers the school census.
14. Projects school district enrollments.
15. Recommends boundary changes for elementary and junior high attendance areas.
16. Assigns students to a particular elementary or junior high school.

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17. Supervises the administration of the district-wide technology infrastructure.
18. Administers the re-employment insurance program.
19. Co-administers the pay equity program with the Director of Business Services.
20. Responsible for the state Staff Automated Reporting (STAR) report.
21. Coordinates employee orientation and staff training (ie: blood borne pathogens, etc.).
22. Title IX Coordinator and Human Rights Officer.
23. Administers the teachers' substitute calling system.
24. Attends and actively participates in educational meetings, workshops, seminars and conventions of professional value as practical.
25. Attends Board Meetings and other such meetings as requested by the Superintendent.
26. Performs all other acts reasonable and necessary to accomplish his/her primary function as requested by the Superintendent.

Adopted 8/6/01  
Revised: 11/01/07