



Director Of Human Resources

Human Resources Department

JOB DESCRIPTION

JOB TITLE: Director of Human Resources

REPORTS TO: Chief of Human Resources

LOCATION: Education Support Services

FLSA STATUS: Non-Exempt

PAY GRADE: ADM 9

DAYS: 260

JOB ID & DATE: ADM-64 | Feb, 2023

JOB PURPOSE SUMMARY

Provides leadership for human resources activities to ensure high quality staffing and retention of district personnel. Recommends and implements legally sound and effective human resource management programs, policies, and practices. Responsible for the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, and employee relations.

REQUIREMENTS

Education Level Details

Master's Degree in Human Resources, Business Administration, or Educational Leadership preferred

Special Knowledge and Skills

Knowledge of the selection, training, and supervision of personnel
Knowledge of wage and salary, benefits, and performance appraisal
Knowledge of school employment law, personnel law, and hearing procedures
Ability to implement policy and procedures
Ability to analyze and interpret data and statistics
Ability to manage budget and personnel
Strong communication, public relations, and interpersonal skills

Work Experience Required

Minimum of five (5) years successful administrative experience or an equivalent amount of human resource management experience in the private sector

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Employment

- Develop recruitment and retention strategies for district personnel.
- Develop and implement a screening and selection process for all employees.
- Work with principals and other administrators to forecast staffing needs and develop staffing plans.
- Ensure that all teachers are highly qualified.
- Administer and oversee orientation programs for new employees.
- Administer employment contracts and supervise contract renewals and nonrenewal.

- Provide equal employment opportunity and work cooperatively with others to ensure compliance with federal and state laws and regulations.
- Assist supervisory personnel in conducting due-process procedures.
- Direct and monitor employee performance appraisal and ensure that supervisors have proper training.
- Assist supervisors and principals with employee counseling and improvement plans where needed.
- Oversee the necessary processing for issuance and renewal of state certificates and permits.

Compensation and Benefits

- Analyze wage and salary data and recommend effective compensation plans.
- Develop and implement procedures for salary administration and placement of new hires.
- Administer leave benefit programs and monitor employee attendance patterns.
- Develop and implement procedures for the preparation and updating of job descriptions and for the proper classification of positions in the district compensation plan.
- Administer the teacher salary schedule and service records.
- Oversee compliance with federal wage and overtime laws and ensure proper timekeeping for nonexempt personnel.
- Works with finance to calculate cost estimates for compensation and benefit recommendations.

Employee Relations

- Promote collegiality, teamwork, and collaborative decision making among staff.
- Implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.
- Coordinate communication and mediation processes for employee complaints, and concerns.
- Monitor employee retention and turnover through analysis of data and exit interviews.
- Ensure that the employee handbook is created, updated annually, and distributed.
- Ensure that programs are cost effective and that funds are managed prudently.
- Develop and monitor the annual budget for the department.
- Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned. Records
- Supervise personnel records management.
- Develop and maintain systems for retrieval of information in support of all programs.
- Compile, maintain, file, and secure all physical and electronic reports, records, and other required documents.

Other

- Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.

SUPERVISORY RESPONSIBILITIES

Assist with supervision and evaluation of the performance of human resource department staff.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Environment: The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in classrooms, offices, work stations and meeting rooms.

Movement: The position requires frequent walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying work related items weighing less than 40 pounds, such as books, papers and presentation materials.

Physical: The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Work involves everyday risks and discomforts which require normal safety precautions when operating equipment or performing job duties. May work prolonged or irregular hours and must be able to maintain emotional control under stress. The position requires occasional walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying work related items weighing less than 40 pounds,

Location: Work is performed in classrooms, offices, work stations and meeting rooms. May work prolonged or irregular hours and must be able to maintain control under stress. The position requires travel to various campuses, district meeting sites and conferences/meetings in and out of state. The position may require the employee to work some evenings and weekends. This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

Date

Reviewed by

Date