

LYON COUNTY SCHOOL DISTRICT- HR Department

Executive Director of Human Resources

Job Group: District Administration

Classification: Executive Cabinet

Terms of Employment: Defined in Cabinet Member Employment Agreement/Contract – This is a salaried position in the Executive Director Salary Schedule.

FLSA STATUS: EXEMPT

POSITION SUMMARY: Under direction, assists the Superintendent substantially and effectively by providing leadership for the planning, development, maintenance and evaluation of the District's Human Resources department to support and facilitate successful education programs throughout the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Directs operation and administration of district's Human Resources programs.
2. Coordinates recruitment, selection, and employment of personnel.
3. Plans, directs, and monitors the application and employment process of certificated and classified employees including background checks.
4. Plans and directs employee benefits programs.
5. Acts as district's Title IX coordinator
6. Acts as a liaison with university placement offices and state department of education.
7. Arranges orientation program for new employees.
8. Provides leadership and resources needed to develop in-service training activities.
9. Serves as custodian of all regular and confidential personnel records.
10. Develops and maintains personnel forms, methods, and procedures.
11. Assists in the development and implementation of district policies and procedures.
12. Serves on the District Negotiations Team, attends all collective bargaining sessions, and assists in the administration of all negotiated contracts in accordance with NRS Chapter 288.
13. Meets with and responds to concerns of bargaining units regarding the negotiated agreement.
14. Represents the district in personnel matters and ensures compliance with NRS Chapter 391.
15. Directs and coordinates all elements of employee discipline process, including termination of employment.
16. Oversees staff complaint process
17. Coordinates and directs any Reductions In Force (RIF) that may be necessary due to financial constraints.
18. Conducts investigations of complaints in a timely manner pursuant to board policy.
19. Coordinates the development of job descriptions and evaluation systems.
20. Makes recommendations regarding necessary changes in personnel management and administration.
21. Directs and monitors the processing of leave requests in accordance with law, regulation, and district policy.
22. Conducts employment interviews for teaching personnel when required, exit interviews for retiring personnel, and other conferences as needed.
23. Counsels and advises applicants, probationary, and post-probationary permanent employees.
24. Performs all other related duties as assigned by Superintendent or their designee.

POSITION EXPECTATIONS:

1. Knowledge of modern and current practices related to the recruitment, selection, assignment, and in-service training of personnel.
2. Knowledge of all aspects of human resources operations in a school district and the dynamics of human resources management.
3. Understanding and experience of current and traditional methods of collective bargaining.
4. Knowledge of the evaluation and discipline process and compliance with NRS Chapter 391.
5. Knowledge of school district policy and procedure development.
6. Knowledge of training methods and in-service training development.
7. Understand community needs and organizations and the relationship of these to the educational enterprise.
8. Demonstrate knowledge of modern teaching principles, techniques and methods of academic and vocational education in an institutional setting.
9. Knowledge of Nevada school law, federal regulations, and state regulations pertaining to education and personnel.
10. Knowledge of supervisory, administrative, and organizational techniques.
11. Possess moderate to advanced computer/technological skills, including e-mail, spreadsheets, and databases.
12. Ability to use good judgment in applying established guidelines to solve work problems.
13. Work independently and without close supervision but as directed by the Superintendent.
14. Maintain confidentiality with regard to sensitive material.
15. Handle multiple assignments with shifting priorities to meet established deadlines.
16. Research, analyze, and compile accurate information.
17. Develop and/or coordinate staff development programs for those departments over which supervision is exercised.
18. Communicate complex concepts or statutes effectively with all people contacted in the work environment, including staff and the general public.
19. Understand and carry out moderately complex written and oral instructions.

POSITION REQUIREMENTS: Education and Training:

1. Must possess a Master's Degree in Educational Administration from an accredited college or university.
2. Minimum of three (3) years' supervisory experience of school personnel.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching,

bending, squatting, and stooping to access files and records is necessary. The ability to communicate via telephone. Moderate lifting (up to 50 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Light to moderate levels of stress.

Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting				
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects: 50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				

Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes				
Visually Demanding Work	x			
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____