

Director of Human Resources

DEPARTMENT:	Human Resources	REPORTS TO:	Assistant Superintendent of Human Resources
WORK SCHEDULE:	12 months	COMPENSATION:	Support Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Research, negotiate, implement, and communicate the employee benefits program to ensure effective benefit services for the Kirkwood School District. Process new employees and manage employee exits and leave programs to facilitate employee transitions. Support administrators with personnel issues and compliance with board policy. Maintain confidentiality of staff information.

Task Title	Essential Job Functions	Percent of Time Spent
Benefits Management	<ul style="list-style-type: none"> • Negotiate insurance rates, set premiums, and research companies and plan designs to increase the quality of life for employees. • Ensure benefits plans and policies adhere to Federal, State and local laws. • Recommend benefits plans and changes to the Board of Education to optimize benefits packages for the Kirkwood School District. • Prepare written documentation to inform employees of benefits. Communicate medical, dental, vision and life insurance packages to staff and retirees and answer benefits-related questions. • Facilitate benefit policy implementation and benefit enrollments. • Manage plans and ensure on time payment of bills. • Maintain and update self-insurance fund account on a regular basis. • Administer COBRA. • Collect, record, and distribute yearly emergency and medical information provided by the staff in the form of emergency medical cards to ensure accurate records management for the Kirkwood School District. • Serve on various committees, including Salary Committee, to support work for both support and certified staff pay and benefits. 	35%
Hiring/Offboarding	<ul style="list-style-type: none"> • Determine new hire rate of pay based on education and experience. • Administer background checks and post-employment activities (employment paperwork, new hire communications). • Terminate outgoing staff and provide appropriate communication as they leave. 	25%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> • Maintain accurate employment records. 	
Leave Management & Accommodations	<ul style="list-style-type: none"> • Administer leave programs. • Determine and communicate impact of leaves on pay, benefits, and accrued leave to employees and Finance department. • Assist with ADA accommodation reviews. 	15%
Policy Support and Leadership Assistance	<ul style="list-style-type: none"> • Assist supervisors with personnel issues. • Assist staff with understanding and implementing board policy. 	15%
HR/Benefit Communication	<ul style="list-style-type: none"> • Communicate benefit, wellness, and other HR topics to staff through multiple channels. • Manage an HR newsletter for semi-monthly or monthly distribution 	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** One or more employees
- **Supervisory Activities:** Developing or training, Directing, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Scheduling, Approving timecards or time off requests,
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact the entire district

Qualifications

Required

- **Education:** Bachelor's degree in human resources, business, education, or a related field.
- **Previous Work-Related Experience:** Five or more years of related experience

Preferred

- Certified Employee Benefits Specialist (CEBS) certification or other professional HR certification

Knowledge & Skills

Knowledge

- **Basic:**
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Intermediate:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.

- Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
- Customer and personal service: Principles and processes for providing customer and personal services.
- Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Advanced:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- **Expert:**
 - N/A

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Writing, Active learning, Active listening, Critical thinking, Time management, Coordination, Social perceptiveness
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Speaking, Learning strategies, Management of material resources, Negotiation, Service orientation, Complex problem solving, Judgment and decision making
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Science, Monitoring, Management of financial resources, Management of personnel resources, Instructing, Persuasion
- **Rarely (Less than 1 hour or 12% of the day):** Systems analysis, Systems evaluation, Equipment selection, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Sitting, Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Repetitive motion
- **Occasionally (Up to 2.5 hours or 32% of the day):** Standing, Walking, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Multi-limb coordination, Reaching

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024