

Job Title: Executive Director of HR and Community Relations

Reports to: Superintendent

Dept./School: Central Administration

Primary Purpose:

Direct and manage district human resource activities to ensure legally sound and effective human resource management practices. Responsible for the development and implementation of human resource programs to include wage and salary administration, leave administration, employee training, recruitment and staffing, and employee communications. Interpret and recommend personnel policies and regulations for the district.

Promote positive public relations between the school district and community. Prepare and present information to the public about the activities, goals and policies of the school district.

Qualifications:

Education/Certification:

Master's degree in human resources, organizational development, business, public or educational administration, Mid-Management/Principal Certification

Special Knowledge/Skills:

Knowledge of the selection, training, and supervision of personnel

Knowledge of wage and salary, benefits, and employee communications programs

Knowledge of school employment law and hearing procedures

Ability to interpret policy procedures and data

Strong organizational, communication, public relations and interpersonal skills

Demonstrated skills in writing, editing and public speaking

Thorough knowledge of media operations and public relations functions

Experience:

Three years administrative experience or human resource management

Major Responsibilities and Duties:

Instructional and program management

1. Ensure that department operations are supportive of the instructional goals of the district
2. Recommend policies that improve human resource related programs

Employment

3. Implement a recruitment and selection process for all employees.
4. Oversee the district application and screening process and ensure that the district is represented as an attractive employer.
5. Administer and oversee orientation programs for new employees.
6. Administer the district employee evaluation program and ensure that it is implemented effectively and uniformly.
7. Administer employment contracts and facilitate the contract renewal and non renewal process.
8. Plan, evaluate, and administer equal employment opportunity provisions and work cooperatively with others to ensure compliance with federal and state laws and regulations.

Compensation

9. Develop and implement procedures for administering salary, leaves, and other forms of compensation that effectively implement policies adopted by the board.
10. Develop and implement procedures for the preparation and revision of job descriptions and for the classification of positions in the district compensation plan.
11. Administer the teacher salary schedule and ensure compliance with the state minimum salary schedule requirements.
12. Administer the exempt and nonexempt compensation programs and ensure compliance with federal wage and overtime laws.
13. Provide cost analysis of salary and wage adjustments for the budgeting process.

Employee Relations

14. Develop and implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.
15. Implement policies associated with and oversee processing of employee complaints and grievances.
16. Ensure that the employee handbook and personnel directory are created, updated annually, and distributed.

School/Community Relations

17. Serve as the information liaison between the school system and the community at large.
18. Articulate the district's mission and goals in the area of public information to the community and solicit its support in realizing the mission.
19. Demonstrate awareness of district-community need and initiate activities to meet those identified needs.
20. Assist the superintendent in developing and publicizing reports related to the performance of the district and articulation of district goals and objectives.
21. Assist school personnel in publicizing and promoting any performances, exhibitions, displays or special programs sponsored by the schools
22. Prepare and edit special publications such as staff newsletters, recruitment brochures and other publications. Implement policies associated with and oversee processing of employee complaints and grievances.
23. Implement policies associated with and oversee processing of community complaints and grievances.

Budget

24. Work with others to compile and report projections of staff and facility needs.
25. Ensure that programs are cost effective and that funds are managed prudently.
26. Compile budgets and cost estimates based on documented program needs.

27. Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned.

Records

28. Supervise personnel records management and oversee required state records management programs.
29. Compile, maintain, file, and secure all physical and computerized reports, records, and other required documents.

Student Management

30. Recruit, train, and supervise department staff and make sound recommendations relative to personnel placement, assignment, retention, discipline, and termination.
31. Evaluate job performance of department staff to ensure effectiveness.
32. Develop training options and improvement plans for department staff to ensure the effective operation.
33. Implement policies associated with and oversee processing of student/parent complaints and grievances.

Other

34. Ensure that department operations contribute to the attainment of district goals and objectives.
35. Recommend policies that improve human resource related programs.
36. Attend board meetings regularly and make presentations to the board.
37. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.

Supervisory Responsibilities:

Supervise and evaluate support staff assigned to the area of information services and human resources.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent districtwide and statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature:**Date:**
