

Director of Human Resources

Duties and Authority

The Director of Human Resources works closely with the building and district administrative team, specifically the Assistant Superintendent for Staff Services, to provide leadership and vision in the areas of human resources in the District including: developing and maintaining a human resources management system, benefits administration, employee and association relations, employee wellness, compliance training, guest teaching, and licensure and certification. The Director of Human Resources works with the Assistant Superintendent for Staff Services on matters related to staffing and position allocation, employee benefits, compensation and payroll administration, and contract negotiations and interpretation. The Director of Human Resources is a key leader in cultivating and sustaining an organizational culture that supports and enables employees to perform at high levels in accordance with the District's goals and priorities.

Administrative Relationship

The Director of Human Resources is employed by the Board of Education and reports to the Assistant Superintendent for Staff Services.

Qualifications

The Director of Human Resources must have a substantial academic and experiential background in the areas of school law, staff development, and personnel administration. The Director of Human Resources must at minimum hold a master's degree in Human Resources or a master's degree in Education and a valued Illinois Public Educator License with General Administrative Endorsement and Teacher Evaluator Designation.

Evaluation

The Assistant Superintendent for Staff Services shall annually evaluate the Director of Human Resources and make employment and salary recommendations to the Superintendent.

Compensation and Benefits

The Board of Education and the Director of Human Resources shall enter into an employment agreement that conforms to Board Policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for Director of Human Resources. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the Director of Human Resources shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Director of Human Resources shall have vacation periods as approved by the Superintendent.

Adopted: 02/27/17
Revised: 04/20/20 (effective 07/01/20)
Reviewed: 03/05/21; 9/14/22