

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Executive Director of Human Resources  
**Reports To:** Deputy Superintendent of Staff & Operations

#### **SUMMARY**

The Executive Director of Human Resources manages the District's personnel services and human resources functions, including staffing, hiring, counseling, policy administration, and record-keeping for all staff. Plans, coordinates, and supervises the operations of the Personnel Office. Participates in labor relations and special projects as directed.

#### **QUALIFICATIONS/REQUIREMENTS**

- Minimum of a Bachelor's Degree in Human Resources or related field.
- Three years of experience in human resources administration, or equivalent combination of education and experience.
- Thorough knowledge of human resource principles and local, state, and federal employment laws.
- Experience in administrative and supervisory capacities, preferably in a school district setting.
- Certification in Human Resources (HRCI or SHRM) is preferred.

#### **ESSENTIAL JOB DUTIES**

- Manages the recruitment and retention processes of certified and classified personnel.
- Recommends employment of applicants to the Superintendent.
- Facilitates the selection process for all administrative positions.
- Serves as the District Title IV Compliance Officer and conducts or facilitates employee investigations for claims of discrimination, harassment, or retaliation.
- Coordinates the District's compliance with the Family and Medical Leave Act and Americans with Disabilities Act and administers the interactive process.
- Serves as co-chairperson of the District's negotiations teams for certificated and support staff employees and monitors the implementation of such agreements, once reached.
- Administers all provisions of union agreements and/or District procedures, including but not limited to staffing, transfers, discipline, leave, resignations, retirements, vacations, absences, and supplemental pay.
- Counsels with employees, when necessary, to resolve complaints, difficulties, and other matters related to personnel management; collaborates with principals, directors, and coordinators on difficult or sensitive personnel issues and employee discipline.
- Prepares annual staffing allocations and collaborates with all building administrators and directors in planning and anticipating staffing needs in the District.
- Coordinates and monitors employee performance evaluation programs.
- Administers the contract and salary plans for all employees and works with the Deputy Superintendent of Staff & Operations and Chief Financial Officer in developing salary policy, schedules, and structures.
- Assists the Chief Legal Counsel in writing and updating policies and regulations in the area of human resources and personnel and notifies all employees of such changes.

### **ESSENTIAL JOB DUTIES (cont'd)**

- Assures the proper certification of all staff members.
- Reviews written job descriptions for new positions consistent with major job responsibilities and expectations of supervisors; provides for periodic review of current job descriptions.
- Serves as a resource person for the principal, directors, and his/her staff related to employee job performance, absenteeism, and other job-related issues.
- Maintains an up-to-date application file for prospective candidates in all employee categories.
- Maintains a system of personnel records for all employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, staffing, resignation, vacations, and absences.
- Responds to unemployment claims and facilitates hearings.
- Serves as a representative on the Superintendent's Extended Cabinet.
- Researches and monitors the collections of selected employee and group personnel data; responds to appropriate parties and agencies authorized to receive the information (e.g., unemployment claims, loan applications, inter-governmental agency reports or surveys, and required census or wage data).
- Prepares and administers the department budget.
- Is responsible for necessary personnel reports required by the District, federal, state, and outside agencies.
- Keeps abreast of governmental statutes, regulations, and rules relating to personnel administration.
- Oversees the orientation and onboarding program for newly hired staff.
- Attends meetings relevant to personnel and human resources as required, such as Board meetings, administrator meetings, personnel meetings, conferences, and seminars.
- Maintains the confidential nature of all school personnel related matters.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as assigned by the Deputy Superintendent of Staff & Operations or Superintendent of Schools.

### **ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

### **TERMS OF EMPLOYMENT**

The Executive Director of Human Resources shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

### **EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.