



Rockford Area Schools Job Description

Director of Business Operations

General Definition of Work

Under the direction of the Superintendent, the Director of Human Resources is responsible for the administration of multiple human resource department functions. Duties of the position include responsibility for employee relations, talent acquisition, onboarding, leaves of absence, performance evaluations, and all state and federal reporting.

Essential Duties and Responsibilities

Leadership

- Serve as a key member of the District Administrative Leadership Team.
- Present time sensitive Human Resources insights and proposals to the School Board.
- Provide consultation and serve as a confidential sounding board to administrative and department leadership and staff.
- Provide leadership and supervision to staff within the business office, including Accounts Receivable, Accounts Payable, Payroll, transportation, food service and MARSS.

Employee Relations & Negotiations

- Create and maintain all documentation and negotiation materials.
- Serve as District negotiator and communication liaison throughout negotiations.
- Provide consultation to staff and leadership to support positive team dynamics and culture.
- Facilitate mediation and relational development discussions to enhance productive partnerships.

Talent Acquisition and Onboarding

- Manage position creation, advertising, interviewing, and hiring process.
- Coordinate candidate communications, interviews, and position offers.
- Conduct new employee orientation and oversee New Teacher week.
- Partner with the Pay & Benefits Coordinator to process new staff.

Finances

- Supervises and directs the work of Account Clerks, Technology Director B & G Director, and Pay & Benefits Coordinator.
- Monitors finances with CFO for compliance throughout the year.
- Serves as the district liaison to 4.0 (transportation contractor) and Taher (food service contractor)
- Oversees monthly financial record keeping and reconciliation with the CFO.
- Prepares and submits required reports to the MDE and Federal agencies: SEDRA, Esser, UFARS, MEGS, LCTS, IB grant, in District grants (HSEM, MAELC FFA, STEM, DNR and various others), Clics (Food Service), ADSIS, Title I/II/III/IV
- Allocate financial resources to support instructional programs, facilities maintenance, tech upgrades, and other operational needs.
- Evaluate funding sources, including federal, state and local grants, and ensure compliance with grant requirements.
- Monitor insurance coverage and coordinate risk management activities, such as safety, cyber security and compliance audits.

Leave of Absence

- Assist employees with requests for leaves of absence and return to work.
- Manage leaves of absence process, including FMLA, child care, medical, etc.
- Partner with the Pay & Benefits Coordinator to process leave pay and benefits.
- Process leave paperwork in compliance with district policies and state/federal law.

Safety & Compliance

- Partner with the Director of Technology to oversee the Safety Committee and facilitate relationships with Workers' Compensation vendors.
- Facilitate onsite injury investigation, resolution, and Workers' Compensation processes in coordination with the Pay & Benefits Coordinator.
- Conduct confidential investigations and communicate determinations and disciplinary action.
- Implements, compiles, and prepares various reports for federal, state and local officials/agencies, including Minnesota Department of Education Staff Automated (STAR) and OSHA reports in coordination with the Pay & Benefits Coordinator

Performance Management

- Monitor probationary staff and Teacher continuing contract status.
- Serve as a partner to assist leadership with employee performance review and coaching.
- Process resignations, terminations, and retirements in partnership with Pay & Benefits Coordinator, including COBRA as applicable.
- Facilitate Exit Survey/Interviews and provide organizational feedback based upon results.
- Stay abreast of legislative changes and economic trends that may impact the district's financial and operational stability.

Knowledge, Skills and Abilities

- Proficient in Microsoft Office and Google Suite.
- Knowledge of payroll, benefits and tax reporting.
- Knowledge of collective bargaining procedures, public sector labor and employment law.
- Ability to understand spreadsheets and apply mathematical principles to pay and benefits.
- Ability to understand and apply human resource and employee relation concepts, principles, laws, rules and processes.
- Thorough knowledge of District Policy, all procedures and updates.
- Comprehensive knowledge of MN School District Public Finance and regulations.
- Comprehensive knowledge of state and federal regulations as they apply to school finances.
- Comprehensive knowledge of the financial statements and reports required for MN public school districts.
- Strong communication and customer service skills.
- Demonstrate accountability and effective decision making.
- Ability to establish and maintain effective working relationships.
- Plan, administer, and implement human resource programs, reporting, and functions.
- Maintain confidentiality in handling sensitive employee documentation and information.
- Analyzing and interpreting collective bargaining agreements.
- Effectively presenting information and responding to questions from groups of administrators, supervisors, employees, vendors, and the general public.
- Communicating clearly and concisely, both orally and in writing.
- Ability to compute rates, ratios, percentages, and knowledge of standard office equipment.

Education and Experience

- Advanced degree and Educational Administration license preferred. Minimum: Bachelors or equivalent required relating to School Operations, Human Resources, Business Administration, or related fields.
- Minimum of five (5) years of work experience in human resources in Education or related field.
- SHRM-CP Certification preferred.

Special Requirements

- SMARTeR and HR training upon hire.
- MASBO Certification Program within one year.
- Infinite Campus and Frontline training upon hire.

Department: District Office

FLSA Status: Exempt

Revised: February 2024