San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Human Resources	**Exemption Status:** Exempt	
Reports to:	Assistant Superintendent of Administrative Services	**Pay Grade:** 06	
Works with:	District Personnel	**Days:** 226	
Dept. / School:	Human Resources	**Date Revised** 10/2/2019	

Primary Purpose:

Responsible for supporting the Assistant Superintendent of Administrative Services in overall management of the district's human resources function. Supports the strategic planning and implementation of human resources programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, employee relations, and benefits. Implement legally sound and effective human resources management programs, policies, and practices.

Qualifications:

Education/Certification:
Master's degree in human resources, organizational development, business, or public school administration.
Texas Teacher Evaluation & Support System (T-TESS)/Texas Principal Evaluation & Support System (T-PESS) certification preferred.

Special Knowledge/Skills:
Knowledge of selection, training, and supervision of personnel
Knowledge of wage and salary, benefits, and performance appraisal administration
Knowledge of general and education employment law and hearing procedures
Ability to implement policy and procedures
Ability to use software to develop spreadsheets, perform data analysis, and do word processing
Ability to manage budget and personnel
Excellent public relations, organizational, communication and interpersonal skills
Ability to speak effectively before groups of employees, the school board, or other organizations

Experience:
Five years of progressively responsible experience in human resources management or public school administration; Five years supervisory experience

Major Responsibilities and Duties:

Human Resources Department Management

1. Assist in implementing plan for addressing HR training needs throughout the school district and develop and plan training programs to meet the established needs. Oversee and implement both on-going and special interest training programs.

2. Direct the day-to-day operations of the human resources department, including planning, development, coordination, and evaluation of operations and implementing department goals and objectives.

3. Oversee and coordinate employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.

4. Assist with selection, training, supervision, and evaluation of HR staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.

5. Ensure district compliance with federal and state laws and regulations.

Employment

6. Support efforts to work with principals and other administrators to forecast staffing needs and develop staffing plans. Develop and implement recruitment and retention strategies and a screening and selection process for all employees.

7. Ensure that all teachers are highly qualified and have the appropriate credentials for assignments.

8. Maintain a system for new employees to acquire appropriate information, support, and training necessary for success on the job.

Compensation and Benefits

9. Oversee and manage the district's compensation program including job descriptions, salary surveys, and position reclassifications.

10. Implement, administer, and monitor procedures for salary administration and placement of new hires.

11. Provide oversight of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs including overseeing relationship with insurance vendors and third party administrators.

Employee Relations

12. Take a proactive role in identifying and responding to employee issues; work in collaboration with district leadership to ensure preemptive and effective employee communications.

13. Support administration of the employee grievance procedure adopted by the board. Assist CHRO with investigation, analysis, and decision-making process regarding personnel problems and/or other related policy issues.

14. Interpret policies and procedures and ensure support of directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters and procedures.

15. Conduct annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Coordinate effective districtwide employee recognition programs.

16. Update employee handbook and personnel directory annually and distribute to employees. Ensure procedures are followed to inform employees of personnel policies, procedures, and programs that affect them.

Records

17. Support personnel records management and help ensure compliance with the state records management program.

18. Compile, maintain, and file all reports, records, and other documents as required.

Other

19. Prepare and deliver written and oral presentations on HR and management issues to employees.

20. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly.

21. Ensure compliance with local, state and federal employment laws. Stay abreast of state and federal public policy changes that could impact the district.

22. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

May supervise, evaluate, and recommend hiring and firing of human resources department employees.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Cowan, Ed.D Date OCT 02 2019