Adams12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Director, Human Resources**	Job Code:	**3099**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L20**
Typical Work Year:	**12 Months**		

SUMMARY: Responsible for directing the Human Resources (HR) Partner and Employment teams that support all efforts related to the district's strategic plan including directing recruitment efforts, work-force development, hiring processes, performance/evaluation systems, training and advising administrators in labor and employment matters. The HR Director will have knowledge of Board of Education (BOE), district, state and federal policies and regulations, including EEOC, Fair Labor Standards, ADA, workers' compensation and unemployment. Responsible for directing personnel investigations, disciplining employees and assisting with administering grievance procedures. Ensure that all employees are qualified and skilled for their positions as defined by the Every Student Succeeds Act (ESSA).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Direct responsibility to manage total employment and recruitment function, reduction in force staff, and administrative transfers. Manage the HR Partner team to support the district's strategic plan including directing recruitment efforts, work-force development, hiring processes, performance/evaluation systems and training. Maintain current knowledge of and ensure that Human Resources and district staff comply with District and Board of Education policies and interpretations, state and federal laws and classified/certified master agreements. Assist with reporting to federal and state agencies.	D	35%
2. Provide support to the hiring of district staff. Includes overseeing personnel requisitions and job postings, screening and interviewing processes, reference checks, criminal background checks, denial of employment and facilitation of principal and administrator hiring processes.	D	15%
3. Train and provide guidance to principals and supervisors on staffing plan, viable applicants, and hiring decisions. Analyze various employment data to strategically support sites with personnel decisions. Disseminate reports and facilitate discussions with individual sites to determine best practices related to recruitment, hiring, turnover, attendance, substitute fill rates and retention.	D	15%
4. Train and advise administrators in labor and employment matters including employee performance evaluations, growth plans, remediation plans, and dismissal; employee discipline and documentation; compliance with BOE policy, federal and state laws, master agreements and other employee relations matters.	D	15%
5. Coordinate exit interview survey process. Compile, analyze and disseminate survey information to School Leadership.	M	5%
6. Serve on Classified and Certified negotiation teams to negotiate collective bargaining agreements and to develop master agreement language that meets BOE Policy without violating operating limitations or district policies.	A	5%
7. Manage non-renewal and reduction-in-force process per district policy, employee association master agreement language and Colorado state statute. Ensure non-renewal process is in compliance with the CDE guidelines.	A	5%
8. Perform other duties as assigned.	D	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Human Resources or related field required. Two additional years of related Human Resources experience may be substituted for this requirement.
- Bachelor's degree in Human Resources or related field required.
- Minimum of five years of experience in human resources or related field

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- PHR/SPHR/SHRM-SCP/SHRM-CP preferred
- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Possess current training/knowledge in the areas of Employment Labor Laws.
- Possess current training in EEOC laws and have knowledge and written skills to respond to EEOC complaints.
- Possess current training and understanding of Workers' Compensation process and accommodations for employees, and working/coordinating with supervisors to ensure the district is in compliance with Workers' Comp law.
- Have thorough knowledge of District policies and how they may be applied from a Human Resource perspective in discipline and separation of employees.
- Have a thorough knowledge of how to conduct an investigation regarding: hostile work environment, sexual harassment, ADA noncompliance, EEOC.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Demonstrated experience performing as an effective leader and team player, and recognizing and resolving conflicts or potentially controversial situations through diplomacy.
- Strong interpersonal and leadership skills, including the ability to lead a high-performing team.
- Strong organizational and analytic skills and strong attention to detail.
- Outstanding facilitation and communication skills, including ability to inspire others.
- Ability to communicate diplomatically, persuasively, effective oral, written and presentation skills.
- Ability to develop, plan, and implement short- and long-range goals, establish priorities, and organize resources.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Normal office equipment such as computer, printer, fax, phone system, copier.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Human Resources Officer	3076

	POSITION TITLE	# of EMPLOYEES	JOB CODE
	Human Resources Partner	4	3114
	Employment Specialist	1	1305

- Authority to administer discipline as well as terminate employees. Authority to make administrative decisions in the absence of the Chief Human Resources Officer.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for providing input into, and adhering to, budget line items for recruitment and staffing.
- Responsible for interviewing, hiring and training employees; assigning and directing work; appraising performance; and rewarding, disciplining and terminating employees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms		X		
Climb or balance	X			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	