Adams12 Five Star Schools

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

Job Title:	**Human Resources Partner**	Job Code:	**3114**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L15**
Typical Work Year:	**12 Months**		

SUMMARY: Responsible for supporting 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 Partner will have knowledge of district, state and federal policies and regulations, including EEOC, Fair Labor Standards, ADA, workers' compensation and unemployment. Assist with federal and state reporting. Responsible for conducting and/or assisting with 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. 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	20%
2. 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 and hiring.	D	15%
3. Train and advise administrators in labor and employment matters including employee performance evaluations, growth plans, remediation plans, non-renewals, staff reduction and dismissal; employee discipline and documentation; compliance with BOE policy, federal and state laws, and master agreements.	D	15%
4. Provide support and assistance to district personnel by investigating and addressing employee relations matters, including facilitating resolutions.	D	20%
5. Analyze, review and disseminate data to School Leadership in the areas of turnover, staff retention, substitute fill rates, attendance and exit interview survey results.	M	5%
6. Assist with the administration of grievance procedures for all employee groups.	M	5%
7. Recruit new staff to the District by attending job fairs and conferences, developing promotional materials, reviewing resumes, presenting at area colleges and working with Human Resources staff on innovative recruitment practices internally and externally.	M	5%
8. Assist with reporting to federal and state agencies.	M	5%
9. Perform other duties as assigned.	D	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Human Resources or related field preferred
- 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.
- 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 work in a multi-ethnic and multi-cultural environment with district and school leaders, faculty, staff and students.

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:	Human Resources Director	3099

	POSITION TITLE	# of EMPLOYEES	JOB CODE
	Employment Specialist	1	1305

- Authority to administer discipline as well as terminate employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

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			
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			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	