

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Director of Human Resources	Department: Human Resources
Reports To: Superintendent	Date: July 2026
Approval: Director of Human Resources	Exempt Status: Exempt
Employee Unit: Unaffiliated	Employment Status: 1.0 FTE

JOB SUMMARY: The Director of Human Resources assists the superintendent with administration of personnel, employee supervision, employee evaluation, and curriculum implementation. The Director of Human Resources is responsible for coordinating the implementation of employee-related services, contracts, policies, and programs. The Director of Human Resources plans, directs, and administers HR functions for the District including developing and monitoring HR procedures, following HR-related federal and state statutes, negotiations processes, and interpreting employment contracts; recommending all HR actions, overseeing employee benefits, overseeing employee evaluation procedures, and planning and implementing all programs related to HR. The Director of Human Resources plans, supervises, evaluates, and directs the work of the Student Health Services department, including Licensed School Nurses (LSNs) and non-certified Health Aides.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

60% - Human Resources

- A. Establish consistent and ongoing procedures and protocols to ensure effective, fair, and compliant HR practices.
- B. Creates, maintains, and updates job descriptions as needed.
- C. Manages the seniority lists for multiple employee groups on an annual basis.
- D. Administers the district's substitute system; creates, updates, and maintains reports used for importing into the payroll system, improving fill rates, and monitoring employee absences.
- E. Interacts with legal counsel, when necessary and/or prudent, on employment matters and ensures compliance.
- F. Conducts, or assists the superintendent with, employee investigations and discipline.
- G. Participate in in-person and online recruitment fairs to support a healthy application pool for all posted positions.
- H. Coordinates and directs the district's recruiting and hiring processes.
- I. Manages the district's online application system ensuring required record retention.
- J. Develops and updates the employee handbook and required annual training.
- K. Plans and directs orientation for new employees, including use of required applications for time management and payroll, information related to pay and benefit plans, required employment training, handbooks, and related.
- L. Determines and authorizes payroll changes resulting from contract language including lane changes, salary increases, new hires, leadership stipends, and related.
- M. Assists employees and administration with issues that arise regarding payroll process and work issues.
- N. Provides district-wide leadership and manages timelines in the staff observation and evaluation process for licensed and non-licensed staff.
- O. Ensures proper and timely maintenance of employee data on relevant HR databases, including employment status, job assignment, license status, and related.

- P. Processes, monitors, and maintains records of leaves of absences including FMLA, worker's compensation, MN required leave procedures, annual leave requests, and related, including both paid and unpaid leaves.
- Q. Serves as the district EEO Coordinator, Title IX Coordinator, and Human Rights officer.
- R. Receives and processes resignations, terminations, and retirements of staff.
- S. Provides oversight into training initiatives for all employee groups as needed.
- T. Represents the district on the Continuing Education committee for certified employees.
- U. Processes and approves all administrative licensure renewals.
- V. Implements signed and approved contracts, work agreements, and continuing contracts for both organized employee groups and unaffiliated, individual contract employees.
- W. Interprets, communicates, and fulfills employee contractual provisions.
- X. Leads the district's contract negotiations with direction set by the School Board.
- Y. Develops newly negotiated contracts and publishes once approved by the School Board.
- Z. Works with other Cabinet members to promote safety and security in all work environments

25% - District, State, and Federal Reporting

- A. Prepares and manages all personnel matters to the School Board.
- B. Prepares and presents accurate data for budgeting and negotiation calculations by providing personnel data including salary, benefits, accrual and utilization of leaves (discretionary/vacation) and other personnel data.
- C. Directs, monitors, and coordinates compliance with pay equity requirements including recommending contract language and salaries for negotiations, submitting the pay equity report to the State of Minnesota, and writing job descriptions for compliance with Pay Equity reporting.
- D. Prepares and submits annual STAR report and other tenure and licensure reports to PELSB.
- E. Implements special and new legislation affecting personnel, including Veterans Preference, Americans with Disabilities Act, Education Acts of 2023, and related to ensure district compliance with such legislation.
- F. Assures compliance with district, state, and federal standards and requirements on a timely basis and produces and submits required reports to MDE and federal authorities.

10% - Administration

- A. Plan, supervise, evaluate, and direct the work of Licensed School Nurses (LSNs) and non-certified Health Aides.
- B. Plan, supervise, evaluate, and direct the work of the Human Resource department.
- C. Make recommendations to the Superintendent and School Board on matters which will improve the programs and policies of the district.
- D. Monitors legislative updates and changes to ensure policies and procedures maintain compliance.
- E. Maintains relevant information on the district's website.
- F. Attends administrative team meetings, various committee meetings, and School Board meetings that promote employee relations.
- G. Works with Cabinet and Administrators to ensure an inclusive work environment exists in all locations.
- H. Facilitates required meet and confer meetings with employee unit(s).

5% - Professional Development

- A. Maintains active memberships in professional organizations.
- B. Attend meetings, in-services, workshops, and conferences as required.

Perform other duties as assigned.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education and Certification Requirements:

- **Required:** MN Administrative license issued by BOSA for the direct supervision of certified staff.
- **Required:** Bachelor's degree in Education, Human Resources, Business, or related field.
- **Required:** Valid Driver's License.

Preferred Education and Experience:

- **Preferred:** MN Teacher license issued by PELSB.
- **Preferred:** Master's degree or JD.
- **Preferred:** Three to five years in Human Resources related work experience.
- **Preferred:** Experience in negotiations and administration.
- **Preferred:** Experience in a public setting and/or educational setting.

Essential Skills Required to Perform the Work:

- Strong leadership and time management skills.
- Knowledge of office practices and computer programs/data processing.
- Knowledge of data management.
- Knowledge of related state and federal laws.
- Knowledge of school district contract terms and conditions.
- Knowledge of record retention schedule.
- Knowledge in mathematics and accounting.
- Demonstration of professionalism and ethical practices.
- Effective decision-making skills.
- Effective conflict resolution skills.
- Ability to communicate effectively.
- Ability to develop and present complex and diverse issues, proposals and concepts in an understandable manner.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to demonstrate commitment toward the job and mission of the district.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operate office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, and postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- Supervise Licensed School Nurses (LSNs) and non-certified Health Aides.
- Supervise HR department staff.
- Supervise district office staff.
- Indirectly supervises all district employees.

Physical Job Requirements:

- Position requires regular periods of sitting.
- Position requires frequent repetitive motion on keyboard.
- Position involves some standing and walking throughout the district's buildings.
- Position involves listening, speaking clearly, and visual acuity.
- Position involves occasionally lifting up to 25 pounds.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.
- Position requires the ability to do high-level problem solving.

- Position requires basic proficiency in technology.
- Position requires multi-tasking while dealing with constant interruptions.
- Position requires courteous customer service relations.
- Position involves exercising confidentiality in handling School District information.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.

Working Conditions:

- Work is performed under normal office conditions.
- Travel between buildings is required.
- Frequent evening meetings and events.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, employees and community members.
- Supports students and staff by providing services that support the educational activities and programs to ensure that students reach their full potential academically, emotionally, physically, and socially.
- Contributes to the effective and efficient operation of the school district.

Physical Requirements:

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand		X		
Walk		X		
Sit			X	
Use of hands dexterously				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop/kneel/crouch/crawl		X		
Use of eyes, vision				X
Talk or listen				X
Taste or smell			X	
Physically lift or carry:				
• Up to 10 pounds				X
• Up to 25 pounds			X	
• Up to 50 pounds		X		
• Up to 75 pounds		X		
• Up to 100 pounds		X		

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.