

Director of Human Resources and Public Relations

Purpose Statement

The job of Director of Human Resources and Public Relations is done for the purpose/s of planning, directing, managing the activities and operations of Human Resources including recruitment and selection of certified and classified employees, employment eligibility and work authorizations, training, staffing, compliance, Family Medical Leave Act, substitutes, workers' compensation, safety, and grievances; coordinating assigned activities with other district departments, schools, and outside agencies; managing the GCSD#1 communication plan, advising the Superintendent and Executive Committee on communication issues; and facilitating proactive relationships between GCSD#1 and the community.

This job is distinguished from similar jobs by the following characteristics: assumes management responsibility for human resources and public relations of the district.

This job reports to District Superintendent

Essential Functions

- Acts as an advisor to the Superintendent on all matters related to assigned areas of responsibility for the purpose of providing information to meet district goals and objectives.
- Collaborates with department and school personnel for the purpose of providing training, working with employees to correct deficiencies, performance appraisals, and discipline and termination procedures.
- Collaborates with internal and external stakeholders (e.g. Executive Committee, Board of Trustees, district administrators, other district personnel, community organizations, etc.) for the purpose of building effective communication, enhancing relationships, and ensuring high quality customer service to achieve district goals and objectives.
- Collaborates with other departments in the design of the website, marketing materials, and public relations image for the purpose of providing support for and achieving district mission and organizational objectives, and ensuring accuracy, professionalism, and a high quality product in compliance with legal requirements.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Collaborates with various school personnel (e.g. hiring, evaluating, terminating, planning, scheduling/coordinating activities, training, advising, etc.) for the purpose of maximizing efficiency of the work force, meeting legal requirements, department and district objectives, and ensuring excellent customer service is provided.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates responses to all public information requests for the purpose of ensuring effective communication practices.
- Designs, implements, and solicits feedback from internal and external stakeholders (e.g. Executive Committee, Superintendent, Board of Trustees, district administrators and educators, students, parents, community, and general public, etc.) for the purpose of improving services and programs provided and forecasting future needs of the district and community.

- Maintains strict (complete) confidentiality on personnel and student issues (e.g. personnel records, medical records, surveillance videos and images, student data, confidential communication, etc.) for the purpose of protecting personal information for staff and students.
- Participates in a variety of activities (e.g. attending workshops, conferences, seminars, reading, research, etc.) for the purpose of keeping current on emerging developments related to areas of responsibility.
- Prepares and delivers written and oral communication to a variety of stakeholders (e.g. Executive Committee, Board of Trustees, Superintendent, Wyoming State Board of Education, district and building administrators and personnel, parents, community groups, etc.) for the purpose of identifying issues and recommendations, supporting other staff, and serving as a district representative.
- Recommends a variety of communication methods to district leadership (e.g. Superintendent, Executive Committee, Board of Trustees, administrators, etc.) for the purpose of providing a creative and innovative venue to clearly and accurately convey district activity in alignment with district vision, goals, and objectives.
- Researches and reviews a wide variety of topics (e.g. HR policies, current practices, and staffing requirements, etc.) for the purpose of ensuring program compliance with established requirements, securing general information, and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, and parental requests for the purpose of identifying and addressing relevant issues, and recommending or implementing a plan of action that will efficiently resolve concerns.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; critical thinking; applying assessment instruments; planning, coordinating, and completing multiple tasks; preparation of effective, easily understood written and oral reports; developing effective working relationships; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; community resources; concepts of marketing and newtworking; researching local/global trends; group and process facilitation; successful program implementation; operational characteristics, services, and activities of a human resources program; business and contract law; principles and practices of program development and administration; personnel processes; pertinent federal, state, and local/district codes, policies, regulations and/or laws;.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing problems; communicating with diverse groups; meeting deadlines and schedules; responding to concerns/needs and coming up with solutions; working with detailed information/data; working as part of a team; working with multiple projects;

dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; providing information and/or advising others; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency: Previous leadership, management, and/or administrative experience is preferred
BA degree in Education, Human Resources, Communications, or Management is preferred
Previous experience in a K-12 school setting and/or school district office is preferred.

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License/Evidence of Insurability

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date