

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Director of Human Resources for Certificated and Salaried Personnel

Schedule / Grade: Salaried Support/Grade 8

Job Code: 94DIRECT664

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/17/2026

PURPOSE

The Director of Human Resources for Certificated and Salaried Personnel is responsible for leading and managing the recruitment, staffing, evaluation, and personnel operations for certificated and salaried employees. This role ensures effective implementation of human resources practices that support the recruitment, development, and retention of high-quality staff. The Director serves as a key advisor to district leadership, fostering collaboration and consistency across departments, and ensuring compliance with applicable laws, board policies, and labor agreements. The position also provides leadership in managing employee relations, including investigations, performance concerns, and complaints related to harassment, discrimination, and grievances.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Leads the recruitment, selection, onboarding, and retention efforts for certificated and salaried employees in collaboration with district leaders and supervisors.
- Recommend staffing assignments, transfers, promotions, and separations to the Chief Human Resources Officer.
- Supports the development of a diverse and highly effective workforce; attends and coordinates district presence at recruitment fairs and networking events.
- Manages and oversees personnel records including certification, assignments, salary placement, evaluations, licensure, health records, and employment testing.
- Coordinates and advises on salary placement, compensation structures, and benefits for certificated staff; participates in compensation studies and salary reviews.
- Ensure consistent implementation of district policies and administrative procedures related to employee rights, evaluations, leaves, and disciplinary actions.
- Provides coaching and support to principals and district leaders regarding performance improvement and progressive discipline.
- Coordinates the use and implementation of evaluation systems (e.g., NEE), including required training, timelines, and compliance reporting for administrative evaluations.

- Supports supervisors in addressing performance concerns and developing support plans.
- Manage leave and compliance processes related to FMLA and ADA, and other applicable leave policies.
- Monitors and coordinates staff allocations, FTE management, and position control in alignment with district budget and staffing plans.
- Collaborates with department leadership to ensure hiring processes meet strategic and legal requirements, including job postings, salary determinations, and onboarding.
- Conducts Human Resources compliance audits and reviews practices for legal soundness and operational effectiveness.
- Investigates and resolves employee complaints and workplace concerns, ensuring consistency with district expectations and legal standards.
- Trains and supports building administrators on employee relations, grievance processes, and legal requirements related to supervision and evaluation.
- Serves as a Title IX investigator and supports resolution processes related to discrimination and harassment complaints.
- Supervises and evaluates the Human Resources Supervisor, providing direction and support in day-to-day operations.
- Participates in collaborative leadership meetings across departments to support alignment with district goals and priorities.

Perform other duties as necessary to support the mission and vision of Columbia Public Schools.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports to: Chief Human Resources Officer
Supervises: Human Resources Office Supervisor

QUALIFICATIONS

Minimum: Bachelor's Degree with specialization in Business, Public or Educational Administration, personnel, or other related degree. Missouri Administrative Certificate and/or SHRM certification (PHR or SPHR). Three years' experience in public and educational administration including technical personnel experience, or effective Human Resource administrative experience.

Preferred: Masters and or Doctorate in Education or Human Resources or related field. Progressive experience within education and/or Human Resources. Candidate will have experience at the secondary and/or elementary level with experience in coaching employees, evaluations, and student scheduling. Excellent communication skills, strong technology skills, employee relations and investigatory experience preferred, facility with various database tools and interpretation of data, broad knowledge of personnel administration and law, including compensation, job analysis, and labor relations.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position. Weekends or in evening hours are common.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer