

Chief Human Resources Officer

Charlotte - Mecklenburg Schools

P.O. Box 30035

Charlotte , NC 28230

Licensed District and School Administrators - Central Office - Other

Job Number4600324643

Start Date

Open Date08/24/2026

Closing Date

General Definition of Work

The Chief Human Resources Officer (CHRO), under minimal supervision, performs senior level work with extensive decision-making discretion overseeing multiple processes as they relate to preemployment, employment, and post-employment of employees for the school district. This position plans, directs, manages, and evaluates all human resources programs, services, and personnel to include areas responsible for: Employee Relations; Evaluations/Performance; Staffing; Salary Administration; Human Resource Information Systems-HRIS; Benefits; and Licensure and Reporting. The employee is a member of the Superintendent's Executive Cabinet. Employee performs highly advanced and supervisory work to carry out Board of Education policies and procedures related to a wide variety of programs and activities under the direction of the Superintendent.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function 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.

Salary/Status

PG 15/Full-time, 12 months

Reports To

Superintendent

Place of Work

The normal place of work is on the premises used by Charlotte-Mecklenburg Schools. Charlotte- Mecklenburg Schools reserves the right to require you to work at such other place(s) as it may reasonably require from time to time.

Essential Functions

- Adhere to all state, federal, and local laws, policies, and procedures
- Lead, manage and supervise assigned programs in the district
- Supervise assigned area staff and operations; coordinates between department supervisors and other staff or agencies; reviews budgets and allocations; evaluates staff
- Establish and implement budgeting and fiscal management systems consistent with local, state, and federal requirements
- Manage the collection and completion of required data; investigate issues and write reports
- Direct and lead the development of goals, the preparation of short and long-range plans, and the implementation of programs and services
- Serve as district legal compliance officer for all personnel related functions
- Serve as superintendent's designee on personnel issues
- Counsel principals and other administrators, both in an advisory capacity and by providing pragmatic assistance, on a variety of employee issues
- Direct programs and processes to ensure all school system employees are afforded the right of due process through employee grievance hearings and investigations
- Research and respond to inquiries and requests from the Board of Education, Superintendent, and other administrators, and third parties regarding personnel issues
- Ensure that all Human Resources systems are fair, equitable, and adhere to state, federal, and local laws, and school board policies
- Prepare and recommend personnel policies and procedures that are compliant with laws and regulations governing school system employees
- Attend regular and called meetings of the Board of Education as needed/required by superintendent
- Direct programs and processes to recruit, hire, and retain highly qualified teachers, administrators, and all other staff throughout the district

- Prepare recommendations for employment, promotion, and retention of all administrative, professional, and support employees for the Board of Education
- Oversee proper administration of licensure requirements for certified staff
- Recommend and advise on policy and decisions involving compensation
- Coordinate research and surveys of salaries and employee benefits for comparable positions in other school systems and in business and industry
- Align professional development programs (such as training for mentors, alternative licensure programs, NBPTS certification, and NCEES) for employees, including teachers and administrators, to achieve organizational goals
- Develop and maintains a comprehensive employee induction and orientation program for all newly hired employees
- Develop and maintain a comprehensive ethics training program for all employees
- Direct the preparation of the annual report on professional staffing for NC Department of Public Instruction, as well as miscellaneous reports for school system and federal users
- Direct processes to ensure accurate management of personnel records and reporting through Human Resource Information System
- Organize and sponsor special recognition programs for staff
- Provide leadership and support for principals and assistant principals
- Facilitate and oversee the departmental budgets and approve all expenditures associated with the programs
- Develop and maintain a comprehensive employee evaluation system with necessary coaching and support to implement with fidelity
- Manage workers' compensation claims while controlling district losses through a comprehensive safety program that educates employees
- Manage unemployment claims while controlling district losses at hearings before the Employment Security Commission
- Manage a comprehensive benefits program to attract and retain staff
- Complete local, state, or federal surveys and reports accurately and promptly
- Facilitate staff meetings and attend other related meetings as needed/required
- Participate in professional development workshops and leadership training

- Create an inclusive environment with positive communication/public relations
- Facilitate the development of the department's improvement plan
- Perform related work as assigned or required

Knowledge, Skills, Abilities

- Comprehensive in-depth knowledge and understanding of the principles, practices, and procedures of public school system policies and human resources programs
- Comprehensive knowledge of federal, state, and local regulatory requirements applicable to school system human resources programs
- Thorough knowledge of county and school board policies, procedures, and standards regarding funding, position control, and allotments
- Ability to maintain professional and emotional control under stress
- Ability to reflect appropriate response to situations, while maintaining a professional and personal demeanor
- Ability to learn and use specialized tools, equipment or software related to business needs
- Ability to develop and monitor a budget
- Ability to direct and evaluate the work of others
- Ability to implement local, state, and federal rules, guidelines, and procedures into daily business operations
- Ability to communicate effectively
- Ability to reason, make judgments, and maintain effective working relationships
- Ability to employ positive communication skills in all settings/mediums
- Ability to problem-solve utilizing sound judgment
- Ability to maintain confidentiality regarding school system business
- Ability to develop related charts, graphs, reports, and records pertaining to school planning and strategy
- Ability to take initiative, work independently, and exercise sound judgement
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs
- Demonstrated ability to perform detailed work, planning, risk assessments, and associated risk mitigation actions
- Demonstrated ability to work effectively in a deadline-driven, rapidly changing team environment

Education and Experience

- Bachelor's degree in education, HR Management, or related area required
- Doctorate in education or related area preferred
- NC Certification (Principal or Superintendent) preferred
- Minimum of five (5) years' experience as building or district administrator preferred
- Equivalent combination of experience and education

Special Requirements

- Possess and maintain a valid Driver's License or ability to provide own transportation
- Travel to school district buildings and professional meetings

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Teacher ScaleN

Minimum Educational RequirementsBachelors

Term12 Month

Additional Job Information

Physical Requirements/Working Conditions

- Work requires the occasional exertion of up to ten pounds of force
- Work regularly requires exchange of accurate and detailed information through oral and written communication
- Constantly operates a computer and other office business equipment
- Ability to remain in stationary position for required meetings/work
- Ability to move to other work locations
- Visual acuity requires preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications
- Work requires preparing and analyzing written or computer data, operating standard office equipment, and the use of advanced technology
- Work occasionally requires exposure to outdoor weather conditions
- Work is generally in a moderately noisy location (e.g., business office, light traffic)
- Requires the ability to deal with people beyond giving and receiving instructions
- Must be adaptable to performing under mild to high levels of stress

- Must be on-call as a regular part of the job

Job Attachment[View Attachment](#)

In compliance with Federal Law, Charlotte - Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.