

POSITION DESCRIPTION

TITLE:

DIRECTOR OF HUMAN RESOURCES

TYPE:

Administrator
Exempt

REPORTS TO:

Superintendent

POSITION SUMMARY:

The primary purpose of this position is the administration of all district human resources guidelines, practices, programs, and systems and the oversight of all district operations and support programs.

MINIMUM QUALIFICATIONS:

1. Background and Criminal History Clearance.
2. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
3. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
4. Excellent organizational skills for effectively managing multiple tasks.
5. Ability to understand and follow oral and written instructions.
6. Extensive understanding of effective human resource management practices.
7. Understanding of state and federal laws and regulations involving human resources and employment.
8. Understanding and experience in collective bargaining.
9. Understanding of effective and required safety programs, practices, and regulations.
10. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Develops, implements, and monitors the district's recruiting, selection, and hiring procedures for all employees and substitutes.
4. Oversees the district volunteer program guidelines and approves all volunteers.
5. Determines employee placement on salary schedules and develops proposed salary schedules and working conditions regulations for non-represented positions.
6. Approves and executes all independent contractor agreements.
7. Develops and maintains position descriptions.
8. Maintains application and personnel file documents as per policy and law.
9. Monitors assignments and licensure of all licensed staff to comply with state licensing requirements and state and federal laws concerning Highly Qualified teachers and paraprofessionals.
10. Develops and implements employee evaluation programs and guidelines.
11. Interprets collective bargaining agreements and consults with supervisors on contract management issues and grievance processing.

12. Serves as lead district administrator for collective bargaining and union relations.
13. Monitors compliance and consults with supervisors regarding FLSA and state labor laws and regulations.
14. Oversees compliance regarding employee labor notice posting and trainings.
15. Oversees the district program for language interpretation and translation, including assessment of qualifications and approval of interpreters and translators.
16. Develops a proposed department budget and monitors budget expenditures.
17. Prepares reports and keeps Superintendent and Board informed with regard to human resources and operations issues and programs.
18. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all department employees.
19. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plans.
20. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
21. Assists parents and community members as needed.
22. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
23. Complies with professional development activities as required by the District.
24. Actively seeks out and participates in professional development activities designed to improve professional competence.
25. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
26. Holds expectations for high performance of self and supervised staff.
27. Assesses results of performance for improvement on a regular basis.
28. Demonstrates computer literacy and operates software programs as related to job responsibilities.
29. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
30. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
31. Maintains the confidentiality of sensitive and confidential district information related to financial, collective bargaining, personnel, and legal matters.
32. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
33. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
34. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Evenings and/or extended work hours or days are often required.
5. Possible exposure to bodily fluids due to student or employee illness or injury.

6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 days (12 month), subject to change. Salary and benefits and working conditions as determined by District Board.

EVALUATION:

Performance will be evaluated in accordance with applicable District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date