

**SCHOOL DISTRICT POSITION DESCRIPTION**

**Position Title:** Executive Director of Human Resources  
**Department:** Administration  
**Reports To:** Superintendent

**SUMMARY:**

The Executive Director of Human Resources is responsible for the coordination of all personnel issues in the District. The Director assists the superintendent in personnel decisions of the district including working with all Building Principals, Transportation Department, Technology Services, Student Support Services, Business Services and the Community Education Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises personnel department secretaries.
2. Coordinates Workers Compensation, employee accident reports and return to work programs.
3. Processes all employee leave requests and ADA requirements.
4. Coordinates the Guest Teacher (substitute) program.
5. Responsible for unemployment compensation and employee civil rights issues.
6. Maintains job descriptions for all existing positions and creates descriptions for new positions.
7. Responsible for all personnel issues concerning employees: job descriptions, job postings, hiring processes, grievances, summer scheduling, employee evaluation procedures, aide pay rates etc.
8. Prepares monthly Board Action Reports for approval of hiring of new employees.
9. Coordinates employee blood borne pathogens training and drug and alcohol testing.
10. Maintains all personnel files.
11. Oversees CLASP and ACCORD monthly negotiations and collaborative sessions.
12. Participates in all negotiations.
13. Assists District Administrators and Supervisors with questions related to administration of Master agreements of all employees, and all employee issues.
14. Responsible for the recruitment of District staff.
15. Negotiates the rate of pay, explanation of employee benefits, evaluation of references and background checks and transcripts for new employees.
16. Communicates all actions of the board relating to personnel matters to employees.
17. Attends appropriate meetings and conferences to remain knowledgeable of changes in school code, state and federal law regarding new mandates, and court decisions.
18. Prepares job postings for vacant positions.
19. Participates in all employee negotiation sessions. Participates in grievance hearings.
20. Receives and approves all requests for transfer or leave (including medical leave) from employees based on contract language and principal/supervisor input.
21. Reviews and approves accident reports of all district employees.
22. Coordinates and monitors the quality of evaluation of all employees. Determines who is to be evaluated and how frequently.
23. Coordinates the layoff and/or recall of all employees.
24. Oversees and prepares the Personnel budget with the Executive Director of Business Services.
25. Assists in investigation and preparing all cases involving employee termination.
26. Acts as the District Discipline Hearing Officer for student discipline referrals.
27. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

**QUALIFICATION REQUIREMENTS:** *(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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

**EDUCATION and/or EXPERIENCE:**

Master's degree in Human Resource, Personnel Management, Business Management, or related field preferred. Work experience in teaching and/or school administration preferred. Experience in budgeting, school fund accounting and finance preferred.

**LANGUAGE SKILLS:**

Ability to write reports and correspondence. Ability to speak effectively before groups of students, staff, and community. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems and objectively determine situations involving personnel issues, contract language, legal issues, etc. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:**

Knowledge of government funding. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness

of all district requirements and Board of Education policies. Ability to operate several computer software programs, such as MicroSoft Office and human resource programs.

**PHYSICAL DEMANDS:** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee is required to interact with the public and staff, meet deadlines with severe time constraints, frequently work irregular or extended work hours. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job the employee will drive occasionally. While performing the duties of the job the employee may visit various buildings for meetings.

**WORK ENVIRONMENT:** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Work is performed mostly indoors in all buildings. Inspections may be necessary outdoors, as well as in kitchens, classrooms, etc.

**DRESS/GENERAL APPEARANCE:** *(Dress is expected to be business/business casual or district uniform where appropriate. General appearance should be neat, clean and not of an extreme nature, i.e., hair appropriate length, no noticeable tattoos, body piercing, etc.)*

**ALCOHOL AND DRUG FREE ENVIRONMENT:** *The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.*

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*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*