

POSITION TITLE: Director of Human Resources

REPORTS TO: Business Administrator

SUPERVISES: Personnel Office Staff, including Payroll

COORDINATES WITH: Superintendent, Assistant Superintendents, Directors, Supervisors, Principals and Board of Education

WORK YEAR: 12 months.

The Director of Human Resources plans and carries out policies relating to all phases of personnel activity, including payroll.

Principal Duties:

1. Administers wages, benefits, and other conditions of employment; maintains appropriate personnel records.
2. Supervises payroll processing; insures budget compliance and maintains analysis of final balances by code.
3. Maintains up-to-date descriptions for all employee classifications.
4. Develops and distributes guidelines to be followed for filling vacancies, hiring, and transferring employees. Deals directly with employees or schools in obtaining letters of resignation.
5. Oversees recruitment and screening of employees and arranging of interviews; serves on selected screening committees; posts vacancies internally and, as needed, prepares advertisements.
 - **Teachers:** Checks certifiable status of teacher candidates.
 - **Paraprofessionals:** Screens applications; maintains records of viable candidates; makes this information available to building administrators upon request, distributes tentative assignments.
 - **Substitutes:** Screens and hires substitute teachers, paraprofessionals, and monitors.
 - Participates in recruiting consortiums (e.g., MERC); maintains records of viable teacher candidates.
6. Insures personnel are properly certified and meet all other requirements of the District; assists administrators with Alternative 3 and 4 certifications.

7. Oversees the maintenance of complete personnel files, ensuring that teacher files contain certifications and college transcripts.
8. Maintains a district-wide chart tracking all positions and costs by budget code.
9. Deals directly with employees on issues such as certification, personal days, course reimbursement, and other employee benefits, according to contractual agreements.
10. Reviews and advises on employee-related matters such as evaluation, personnel policies and procedures, and benefits. Insures adequate documentation concerning matters possibly resulting in termination.
11. Provides statistical data and information concerning personnel, staffing cost, etc. Provides central office administrators with personnel-related information as needed.
12. Updates POPPS manual annually and as needed. Informs staff of such changes and provides training where necessary to insure compliance.
13. Organizes and conducts the annual orientation meeting for new teachers..
14. Conducts wage and benefit surveys and studies to determine competitive levels and cost effectiveness.
15. Assists in the negotiation of collective bargaining agreements; provides relevant data and cost analysis.
16. Prepares annual reports, selected news releases, newsletters, and other publications; interfaces and coordinates with the media; assists with and participates in public relations/information activities and programs, where required.
17. Serves as District's Title IX and Section 504 Officer.
18. Supervises and evaluates Human Resources and Payroll Office staff and arranges training as required.
19. Serves as resource person to the Board.

Subsidiary Activities:

Supervises the orientation of new personnel with respect to policies, benefits and procedures of the school district.

Combination Tasks:

1. Coordinates with the Assistant Superintendents relating to personnel assignments, transfers and contract issuance.
2. Assists the Business Administrator in the preparation of the personnel sections of the operating budget.

Minimum Requirements:

Bachelors degree in Personnel Administration/Labor Relations or related field, or Masters in School Administration with personnel emphasis; five years experience in personnel,

labor relations, or related field; demonstrates capabilities in planning, organization, human relations, and oral and written communications; knowledge of labor law and statistical techniques. Meet physical requirements, per the attached.

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