

# LAKEVILLE AREA SCHOOLS

## POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Human Resources

DEPARTMENT / BUILDING: Human Resources / District Office

TITLE OF IMMEDIATE SUPERVISOR: Executive Director of Administrative Services

BARGAINING UNIT: Non-Affiliated

POSITION SUMMARY: The Assistant Director of Human Resources provides support to the Executive Director of Administrative Services to create and sustain a proactive, efficient, comprehensive, and coordinated Human Resources Department that addresses and delivers a wide variety of services in support of the District Strategic Plan. The position provides leadership and guidance to the Human Resources Department, with the primary objective being continuous improvement and systems development in addition to the daily management of the Human Resources purpose.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Assists with implementing goals, objectives, policies, procedures, and department work standards.
2. Research best practices, develop and implement work methods and processes for the department and employees of Lakeville Area Schools to maintain an effective, proactive, efficient service-based department; assess the effectiveness of current operations and recommend changes for continuous improvement.
3. Plans, organizes, administers, reviews, and evaluates the activities of assigned staff.
4. Directs and performs recruitment, selection, and employment activities; ensures compliance with federal, state, local, and institutional standards, regulations, and policies regarding fair employment practices to management staff in the handling of human resources-related issues.
5. Assists in compensation management activities, including recommending changes in job descriptions and pay grades ensuring compliance with legal requirements.
6. Serve as a resource person for bargaining and negotiations process; interprets intent and language of Master Agreements; supports the District's interests in collective bargaining; conducts relevant market analyses to assist in the bargaining process; maintains master agreements.
7. Manage HRIS protocols and procedures to ensure successful functioning and optimization of the systems, including HR/Payroll coordination and alignment, with a focus on continuous improvement.
8. Receive and process requests for leaves of absence, ensuring compliance with ADA, FMLA, and requirements of collective bargaining agreements.
9. Manage annual staffing process with Executive Director of Administrative Services,

ensuring alignment with requirements of collective bargaining agreements.

10. Provide leadership in the development and continuous improvement of the employee onboarding process.
11. Prepare and submit state and federal-mandated compliance reports in matters pertaining to human resources, such as Pay Equity, STAR, CRDC)
12. Oversee the annual Staff Recognition event in collaboration with the Communications Department.
13. Manage and oversee worker compensation program and process.
14. Other duties and responsibilities as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment):

Education and Experience:

1. Bachelor's Degree in Human Resources, Business, or a related field.
2. 3+ years of experience in Human Resources (school district experience preferred but not required).
3. OR an equivalent combination of education, training, and experience.

Required Knowledge and Skills

1. Administrative principles and practices, including goal setting, problem solving, program development, implementation and evaluation, and the effective management of employees.
2. Demonstrated ability to think and act proactively to increase department effectiveness and efficiency.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			

Stoop/kneel/crouch or crawl		X		
Talk, see and hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 100 pounds	X			

DATE:4/10/2025

