



JOB DESCRIPTION

HUMAN RESOURCE DIRECTOR

JOB SUMMARY:

The Human Resource Director will administer the personnel policies of the District on a day-to-day basis; focusing on recruitment, selection, induction and training, and ensuring legal compliance and implementation of the school district's mission and talent strategy.

SUPERVISORY RESPONSIBILITIES:

- Supervises administrative support staff.
- Oversees daily workflow of the department.
- Provides constructive and timely performance evaluations of direct reports.
- Handles discipline and termination of employees.
- Hires substitute staff.

REPORTS TO:

- Superintendent of Schools

DUTIES:

1. Collaborates with senior leadership to understand the district's goals and strategy related to staffing, recruiting, and retention.
2. Plans, leads, develops, coordinates, and implements policies, processes, procedures, training, onboarding, initiatives, and surveys to support the district's compliance and strategy needs.
3. Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; personnel records; licensure and certification; occupational health and safety; and training, development, and graduate credit.
4. Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
5. Conducts research and analysis of district trends including review of reports and metrics from the district's human resource information system (Skyward, Frontline).

6. Monitors and ensures the district's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
7. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to senior leaders.
8. Ensures the organization's benefits programs comply with Affordable Care Act (ACA), ERISA, HIPAA, and COBRA and other federal, state, and local regulations.
9. Maintains open and positive lines of communication with the employee union. Participates in the collective bargaining process.
10. Develops and implements departmental budget.
11. Performs other duties as required.

REQUIRED SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite and Google Office Suite.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

EDUCATION AND EXPERIENCE:

- Bachelors degree in Human Resources, Business Administration, or related field required; Masters degree preferred.
- At least five years of human resource management experience required.
- SHRM-CP or SHRM-SCP highly preferred.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Updated 02/05/2025