

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Supervisor of Human Resources</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Reports to:</b>	<b>Chief Operating Officer</b>
<b>Supervises:</b>	<b>Human Resource/School Committee Assistant</b>

<b>Description of job:</b>
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**Summary of Responsibilities:**

Overall responsibility for the human resources function for the North Kingstown School Department. Responsibilities include staff recruitment, selection and placement, policy and contract administration, salary administration, workers compensation administration, workplace safety and employee communications.

**Essential Functions:**

1. Responsible for administering the recruitment, selection and placement of all staffing positions in the school department.
2. Submits long term substitute assignments to source4teachers.
3. Administers all district personnel policies and labor contracts.
4. Conducts salary surveys as requested to ensure competitive and internal equity for salaried positions.
5. Advises and processes all corrective and disciplinary action involving district staff as requested.
6. Manages the confidential professional evaluation program for the district including the determination of remedial training programs as necessary.
7. Responsible for ensuring compliance with all Department of Education statutes regarding teacher certification.
8. Oversees the development and administration of the workers compensation and workplace safety program for the district. Serves on the Town/School Safety Committee.
9. Responsible for the administration of the non-unit and school administrators personnel policies.
10. Enters all action entries on MUNIS for all employees retiring, resigning or terminated.
11. Responds to daily incoming correspondence and phone calls.
12. Sends out yearly RIF letters.
13. Arranges NEA/NK job assignments and any correspondence/letters related to the job assignment.
14. Attends quarterly Human Resource RIDE meeting.
15. Keeps job descriptions up-to-date.
16. Updates the RIDE PAS report on a yearly basis.
17. Responsible for entering all personnel items on IQM2 for monthly School Committee Meetings.
18. Responsible for scheduling of random drug and alcohol testing for bus drivers.
19. Any other duties assigned by the Chief Operating Officer

<b>Protective Personal Equipment:</b>	<b>n/a</b>
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<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
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**Classification Key:**  
*Sedentary* – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;  
*Light* – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;  
*Medium* – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;  
*Heavy* – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;  
*Very Heavy* – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

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<b>Driving Requirements:</b>	None:	Manual: own vehicle	Automatic: own vehicle
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Work Environment			
<b>Floor Surface:</b>	Tile and/or carpe		
<b>Inside:</b>	100%	<b>Outside:</b>	
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	n/a		

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			

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Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

*FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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:

Bachelor degree. Five to seven years experience in human resources in education or in the private sector of comparable size to the district and/or an alternative combination of education and/or experience.

### License/Certificate/Certification:

N/A

### Technological and/or Technical Skills:

Demonstrated proficiency in major computer software including Microsoft Office.

### Communication Skills:

Strong oral and written communications skills. Demonstrable presentation, interpersonal and platform skills.

### Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

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### Interpersonal and Problem solving skills:

Ability to interface with staff and community members in a pleasing manner. Ability to effectively handle complaints and issues utilizing a personable problem solving approach.

### Terms of Employment:

At will

### Evaluation:

Per GCB

**Date: 2/1/2017**