

Director of Human Resources

QUALIFICATIONS:

Certification:

- Supervisory certificate – Type 75 Administrative Certificate
- Administrative certificate with ability to evaluate certified personnel

REPORTS TO:

Direct Supervisor: Superintendent

JOB GOALS:

- All employees are certified and highly qualified for their positions
- District professional development opportunities support employees

RESPONSIBILITIES:

Coordinate the Recruitment and Employment of All Certified and Support Staff Personnel

- Employ the best qualified candidates available for established positions
- Implement and maintain fair-labor employment practices
- Assure all employees meet any and all requirements as to eligibility (re: criminal background, immigration, naturalization) fitness, and the like for employment purposes
- Inform all employees of their contractual rights and responsibilities
- Review and verify credentials of employable candidates prior to nomination for employment
- Provide support services to principal in the performance evaluation of all employees
- Maintain all personnel records
- Fulfill all personnel responsibilities outlined in contracts with district employees

Monitor the Quality and Effectiveness of Collaborative Decision Making Processes Occurring Within the District and Its Community

- Assist in recommending and implementing parameters for shared decision making
- Provide training to staff in an effort to enhance collaborative decision making skills and processes

- Provide collaborative assistance and resources to school instructional leadership teams

Maintain Clear Two-Way Communication between the District and All Stakeholders

- Coordinate, monitor and evaluate the district's communication plan
- Assure that internal communication meets both staff and district needs
- Assure that parent communication meets both district and parent needs
- Assure that external communication meets both community and district needs
- Assist principals to improve building communication
- Facilitate the production of all district communication products
- Maintain productive and mutually beneficial collaborative relationships between community agencies, government entities, businesses, intergenerational groups and the district

Manage the District's Staff Development Program

- Direct the district's teacher academy
- Identify training needs aligned with the district's strategic plan and building improvement plans
- Coordinate activities of the district staff development committee
- Manage state and federal grants related to staff development
- Provide support to building principals in evaluating building staff development needs
- Direct the beginning Teacher Induction for Professional Success (TIPS) Program
- Collaborate with regional and state agencies to provide staff development opportunities to meet district needs
- Manage the staff development budget
- Communicate all district and building staff development activities to the Board of Education and superintendent annually

Coach Building Principals

- Assist in providing K-3, 4-6, 7-8 operational meetings with principals monthly.
- Keep superintendent informed of principal needs that relate to human resources
- Provide services to principals to facilitate problem solving and collaboration at the building level

Collaborate in Policy Development in Human Resource Areas

- Assure that decisions made are not in conflict with other policies, statutes, rules and regulations governing the operations of budgets, levies, life/safety, contracts, etc.
- Assure that operations are effective and efficient

Assist the District in Fulfilling Its Mission

- Assist the superintendent in visionary activities
- Oversee research, study, and evaluative activities to assure an innovative, comprehensive educational program which realizes each student's full potential

- Assist in fostering collaborative relationships among students, staff, families and community members
- Serves as a District Complaint Manager
- Serves as the Board of Education Hearing Officer

TERMS OF EMPLOYMENT:

Work Year:

12 Month

Bargaining Unit:

Non-Bargaining Position

Salary and Benefits:

Salary and benefits to be established by the Board

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures