

Columbia Gorge Educational Service District

Job Description – Administrator – Director of Human Resources - Communications

Title:	Administrator – Director of Human Resources and Communications
Department:	Office of Superintendent
Classification:	Administrator
Supervised by:	Superintendent or Designee
Work Year:	220 Day Work Year

Job Purpose Statement/s:

This position is designed for the purposes of managing assigned operations in accordance with district policies; providing information to the Board, superintendent, staff and the public; ensuring compliance to established policies, procedures/or codes; and addressing a variety of administrative needs and processes. The Director will also plan, develop, direct, monitor and maintain the Columbia Gorge ESD Communication Plan and its systems. The Director develops and maintains positive relations with all stakeholders including the ESD Board and Columbia Gorge Community and membership school district.

Major areas of responsibility include: 1) Labor Contract Management, 2) Recruitment and Selection of staff, 3) District Staff Morale, 4) Labor Relations, 5) Oversight of the District's Employee Evaluation Program, 6) Federal and State Laws governing Teacher Licensing, 7) Workers Compensation/OFLA/FMLA Program, 8) Title IX Director, 9) Communications direction

Job Qualifications, Licensure, Experience, and Certification:

- Advanced Degree (Master's) in Education, Administration or Human Resource Management *is preferred*. Marketing, Communication, Administration or Human Resource Management *are also preferred*.
- Working in collaboration with local stake holders
- Three Years' experience serving in the field of communication and or marketing is preferred
- Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance
- Bilingual English/Spanish *is preferred*
- Three Years' experience serving as a principal or program director is preferred.
- Oregon TSPC Administrative Licensure *is preferred*

Skills, Knowledge and/or Abilities Required:

Skills: to manage personnel and programs; communicate effectively orally and in writing, problem solve, and work collaboratively with colleagues, students, parents and the public.

Knowledge: of human resources best practices, school law, district policies, state and federal employment laws and communications best practices.

Abilities: provide consistent, fair and policy-based direction to others and make independent judgments; possess a high moral personal standard; maintain a high degree of integrity in all facets of work; keep and maintain accurate records; maintain confidential and sensitive information; meet deadlines; communicate effectively with individuals of varied cultural and educational backgrounds; communicate in oral and written form; prepare and present materials in a professional manner.

Essential Job Functions:

1. Designs, directs and maintains the hiring process for all district employees, in cooperation with the administrators and managers for the purpose of assuring consistency in the district and high-quality employees
2. Develops district policies and procedures for human resources for the school board's consideration, for the purpose of assuring consistency in the district, and compliance with laws, regulations and collective bargaining agreements
3. Directs the management of the district's collective bargaining agreements, from negotiations through managing the contract, processing grievances and supporting administrators in managing the collective bargaining agreements, for the purpose of assuring high quality staff

4. Monitors human resource activities of administrators and managers for the purpose of assuring compliance with district's human resources policies and procedures, collective bargaining agreements and laws and regulations
5. Plans the district's staffing in each location, in cooperation with administrators and managers, for the purpose of assuring the best use of district's fiscal and human resource
6. Supervises the preparation of state and federal reports for the purpose of compliance
7. Advises the Superintendent as a member of the cabinet for the purpose of assuring sound and accurate information for district decisions
8. Attends professional growth sessions for the purpose of keeping his/her professional human resource knowledge current with changing laws and regulations
9. Provides in-service trainings to administrators and managers, as well as employees, for the purpose of keeping their human resource knowledge current
10. Develops and maintains a productive working relationship with collective bargaining groups for the purpose of assuring good employee relationships
11. Hires, supervises and evaluates selected district licensed and classified staff, as directed by the Superintendent, for the purpose of assuring high quality staff and programs
12. Serves as the District Title IX Coordinator
13. May supervise various programs as determined by the Superintendent
14. Communicates effectively with staff, students, parents, community and School Board

Communication Job Functions

1. Design and provide oversight of the District's Strategic Plan goals as related communication and the external face of Columbia Gorge ESD.
2. Provide leadership in the planning, development, maintenance, and implementation of the District wide communication plan in alignment with in the District's design process.
3. Partners with the Superintendent in leadership with the school board to gather information including board presentations and engagement with the board on District initiatives
4. Gather information as needed to prepare reports and recommendations to the Superintendent and/or school board
5. Familiar with social media and works to establish district-wide policies and practices that leverage social media for the benefit of CGESD employees.
6. Develop and sustain a culture of continuous improvement related to communications for the District
7. Provide communication support to the Superintendent
8. Develop and propose training and professional development for the Board and District staff to support effective community relations
9. Develop and direct a variety of staff communications tools
10. Supervise the development and coordination of public relations activities that promote CGESD as a whole and individual programs.
11. Monitor legislative activities that relate to the District; coordinate District legislative activities and communications
12. Monitor state laws, rules, and regulations pertinent to the District; communicate such information to appropriate executive staff; and disseminate information regarding state laws and regulations to other stakeholders, as appropriate
13. Ability to facilitate and create a vision for communications in an ESD system.
14. Plan, implement and evaluate the District's public communication program, in alignment with District goals and using best practices to establish and enhance two-way communication with internal staff, the media, families, and the community.
15. Serve as liaison between the District and the news media; supervise news releases and coverage of significant meetings, staff recognition, and student activities and accomplishments.
16. Set annual objectives for the District's public information program.
17. Provide prompt responses to requests for public information about the District.
18. Assist membership districts with accurate, timely, high quality public communications.
19. Supervise and maintain District website content; provide advice for quality campus website content, display, and access.
20. Develop uses of technology for effective two-way communication.

Columbia Gorge Educational Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

Updated June 10, 2022

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate a deep understanding of equity and equitable human resources and communication practices.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Demonstrates professional character in all job responsibilities. Displays courteous, polite disposition, exercising tact and diplomacy. Maintains confidentiality in all aspects of the agency.
- Attend trainings related to professional growth to stay current on best practices.
- Excellent verbal and written skills and the ability in challenging and diverse situations.
- Ability to provide rational and reasonable counsel to the Superintendents on district-wide issues and promotion of service programs.
- Must be a self-directed individual who is a strategic thinker and has strong decision-making skills.
- Ability to use multiple sources of data to inform short-and long-term decisions; analytical and organizational skills required.
- Ability to multi-task and manage flow of simultaneous projects in a fast-paced environment.
- Excellent diplomacy and relationship building skills, problem-solving skills, a consultative approach and the ability to analyze, forecast and plan.
- Ability to build trust and rapport with a diverse body of stakeholders.
- Ability to establish and maintain strategic partnerships.
- Demonstrated experience navigating through complex organizational structures.
- Demonstrated ability to manage change and ambiguity.
- Ability to build solid relationships at all levels of the organization.
- Excellent interpersonal skills and customer focus, with the ability to positively interact with administrators/managers, employees, and community members.
- Understanding of and ability to work within a political environment with competing demands and limited resources.
- Outstanding organizational skills.

Physical Requirements:

1. **In an eight-hour day employee may:**

- a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
- b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
- c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

2. **Employee may use hands for repetitive:**

- Single Grasping Pushing and Pulling Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

- Yes No

4. **Employee may need to:**

- a. Bend Frequently Occasionally Not at all
- b. Squat Frequently Occasionally Not at all
- c. Climb Stairs Frequently Occasionally Not at all
- d. Lift Frequently Occasionally Not at all

5. **Lifting:**

- Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.
- Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date