



Job Title: Executive Director – Human Resources
Reports to: Superintendent
Work Schedule: 8.0 hours per day- 260 days per year (includes 28 vacation days, 3 personal days and 12 holidays)
Salary: Salary Schedule #A – Administrator 4 – Executive Director

Job Summary:

The primary responsibility of this position is to work as a part of a dynamic team focused on our mission of engaging our community, inspiring our student, and preparing our graduates. The position leads a team of professionals in recruiting, hiring, training and retaining quality employees to support our mission. This position also works with a larger team (DLT, principals, supervisors, and labor leaders) to grow and develop staff talent to make our mission a reality. We believe that growing and developing quality employees is the best way to reach every student.

Minimum Qualifications:

- Bachelor's Degree in Human Resources, Human Services, Education, Public Administration, or related field preferred
- Administrative/Supervisory experience preferred
- Human Resources experience preferred
- Bargaining experience preferred
- Washington State driver's license or evidence of mobility
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Desired Skills:

- Demonstrated ability to connect with people, listen well, and build relationships with staff, community and stakeholders
- Demonstrated ability to build coalitions and relationships with community groups that reflect the diversity of our student body, parent groups, labor groups and service providers
- Demonstrated capacity to build systems that promote and support movement toward 100% implementation of board adopted district goals, mission and vision
- Demonstrated ability to build, grow and develop work already underway
- Knows, understand and demonstrates success in alignment and implementation of curricular and instructional practices that result in improved learning
- Demonstrated ability to create the conditions that ensure the consistent delivery of an aligned curriculum where standards are taught to, and learned, by every student
- Ability to use data to measure progress, establish targets and determine next steps to improve instructional practice and student learning
- Demonstrated commitment to closing the achievement gap among racial, ethnic, and low income groups
- Demonstrated understanding of changes resulting from federal and state mandates as well as the change process and impact on staff (i.e. Common Core Standards, New Teacher Evaluation System)
- Values professional development that is: intensive, collaborative, job-embedded, on-site, and modeled around the best teaching and learning practices as evidenced by improved instruction and student learning
- Ability to establish conditions, develop understanding, and create a sense of urgency among teachers, students, parents, and the community to ensure every student meets or exceeds standards
- Demonstrated ability to engage with others to utilize creative problem solving, think outside the box and develop multiple plans that will win support and move us forward
- Demonstrated knowledge of the practices of distributive leadership
- Shows an interest in Marysville and Tulalip by learning and knowing about our community

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the duties:

- Serve as a bargaining team member for the collective bargaining process, including preparation of district proposals, and drafting contract language
- Coordinate labor-management meetings and follow-up actions based on labor-management discussion/meetings
- Lead the recruitment and hiring of a workforce at all levels of the organization reflecting the diversity of the student population and greater community
- Oversee, supervise, and be accountable for all management aspects of the Human Resources Department
- Collaborate with the Deputy Superintendent and other District Leadership Team members to ensure best practices in Human Resources leadership, operations, and management
- Work with administrators and supervisors on employee relations issues including investigations of alleged misconduct and timely grievance processing including, but not limited to, the preparation and finalization of District evidence and responses
- Present in-service training related to employee relations including, but not limited to, issues of proper investigation/discipline, ADA, and employee leave
- Administer personnel policies and employment contracts
- Assist in staff placement, assignment, reassignment, and transfer
- Monitor a variety of processes for the purpose of ensuring timely and efficient processing of applicants and employees
- Perform other related duties and assume other related responsibilities as may be assigned by the Superintendent

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee will have flexible hours and some evening meetings and/or weekend meetings are required. Leadership initiative will structure job hours and environment. Work environment will include a wide variety of school, management, and community settings. Meetings will be held with many diverse constituency groups including staff, students, parents and community members networking in the region. Environments requiring sensitivity and skills in conflict resolution will likely occur. The employee is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges. The employee may be confined to a work area; required to have precise control of fingers and hand movements; experience constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel and stand for periods of time. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children.

Evaluation:

This position shall be evaluated periodically by the Superintendent pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed December 2018.