

## Board Policy

Code No. 303.5E2

### ADMINISTRATIVE DUTIES DIRECTOR OF HUMAN RESOURCES

**TITLE:** DIRECTOR OF HUMAN RESOURCES

**QUALIFICATIONS:**

1. Educational Specialist, Ed.D, or Ph.D. degree in educational administration or an advanced degree in Human Resources Management.
2. Successful experience in school administration or previous job experience in human resources to include contract administration, recruitment, hiring and discharge practices, and consultation on all human resource levels with staff, administration, Superintendent, and Board.
3. Such alternatives to the above qualifications as the Board may find appropriate.

**REPORTS TO:** Superintendent

**JOB GOAL:** To serve as the District's chief representative in relations with employees and employee organizations; to administer all contracts with personnel fairly and for the ultimate benefit of students; and to serve administration, the Superintendent, and the Board by actively advocating, promoting, and securing the rights of all persons in the best interests of the District.

#### PERFORMANCE RESPONSIBILITIES:

##### Personnel Function

1. Makes decisions and demonstrates leadership that supports the vision, mission, goals, and interests of the district and of students.
2. Counsels administration on internal personnel matters including performance evaluations.
3. Prepares the evaluation procedure for all employee groups and monitors the evaluation process.
4. Posts and advertises vacancies for all employee groups.
5. Assists administrators in recruitment, selection, and assignment of the best qualified staff. May attend interviews for staff positions when possible and/or deemed necessary.
6. Coordinates the district's mentoring and induction program.
7. Works with colleges and universities to solicit and carefully select practicum and student teachers.
8. Works with the Board of Educational Examiners to enforce certification and licensure standards for employees.
9. Counsels staff in all areas of professional concern.
10. Serves as liaison between staff, administration, and the Board of Education.
11. Processes personal leave, leaves of absence, and other special leave requests.
12. Coordinates Employee Assistance Program (EAP) services.
13. Supervises maintenance of personnel records including certification records, transcripts, and evaluations.

14. Reviews active employment application files on candidates and discusses with administrators.
15. Develops a system of record storage and retrieval for staff and student records.
16. Promotes employee recognition throughout the district.
17. Develops job descriptions for all positions and supervises their periodic review.
18. Serves as a member of the Executive Cabinet and attends all Board of Director meetings. Attends regular meetings of the Superintendent's staff and serves to improve communication, cooperation, and planning.
19. Develops, reviews, and revises personnel management policies in accordance with state legislation.
20. Monitors the requirements for mandatory staff development and training required for a competent workforce.
21. Assists in the development of in-service plans for non-licensed staff and makes the necessary arrangements for programs.
22. Serves as the district designated person to develop and monitor requirements of the Americans with Disabilities Act.
23. Serves as the Affirmative Action and Equal Opportunity Officer of the district. Works with a committee to develop the required components of the district affirmative action plan.
24. Serves as a Level 1 investigator to investigate complaints regarding abuse of elementary or secondary students by school employees and volunteers.
25. Supports the Superintendent in administrative efforts; interprets the Superintendent's ideas and decisions to staff and public; keeps the Superintendent informed of pertinent personnel developments and events; and seeks the Superintendent's counsel as necessary.
26. Administers the District guest staff program and sub calling system
27. Responsible for long range planning for the district staff including projection of staff turnover and hiring needs. Confers with administrators and directors to determine current and future staffing needs.
28. Determines, prepares and delivers reduction-in-force notification and advises Board within statutory deadlines.
29. Annually reviews and revises district staff handbooks to reflect updated policy and legal changes.
30. Responds to questionnaires, surveys, and correspondence from research, professional organizations, other school districts, and the Department of Education.
31. Updates and reviews seniority lists annually.
32. Insures that the district is in compliance with all state and federal regulations, Board policies and administrative procedures relating to personnel.
33. Serves as a visible public relations advocate for the school district in connection with the business community, the Chamber of Commerce, community civic groups, and the community at large.
34. Assists with the completion of the District annual BEDS report to the State.

### **Contract Administration**

1. Provides interpretations and guidance to administrators and the Board to assure effective employee relations in accordance with district policies and all employee agreements.
2. Coordinates all aspects of contract administration during the term of various contracts with employee organizations.
3. Reviews preparation of annual contracts for employees.

4. Researches grievance and interest disputes for case presentation and represents the Superintendent in grievances.
5. Keeps current on legal and legislative changes affecting schools.

**Negotiations**

1. Reviews all contract language and amends as needed.
2. Serves on all district negotiation teams. Represents the District in fact-finding and arbitration.

**Discipline and Discharge**

1. Assists Tier III intensive assistant plans, discipline, and discharge policies and practices.
2. Provides counsel to Superintendent and administration on procedures for discipline and/or discharge.
3. Participates in presenting termination cases before the Board and third party.

**Miscellaneous**

Performs other duties as assigned by the Superintendent

**EVALUATION:** Performance will be evaluated annually by the Superintendent.

Approved: June 19, 2006

Reapproved: February 20, 2018

Revised: January 11, 2010  
February 3, 2014

*Renumber: November 20, 2017*