



Job Title: Director of Human Resources
Reports To: Superintendent
FLSA Status: Exempt

POSITION SUMMARY:

The Director of Human Resources plans, directs, organizes and administers the staffing and human resources functions for licensed, administrative, classified, confidential and supervisory positions. This includes assignment, recruitment, selection, employee record keeping, evaluation, and the administration of labor relations and employee benefits. The Director provides administrative leadership for critical, short-term projects assigned by the superintendent or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Direct all human resources efforts related to district's strategic plan:
 - Attract, recruit, retain highly effective staff
 - Support and develop our human resources
 - Utilize evaluation and support systems to promote professional growth
 - Promote shared leadership and professionalism
- Direct, monitor and oversee recruiting and onboarding systems:
 - Position requisition, advertising, systems administration (TalentEd Recruit & Hire and iVisions), administrator and supervisor support and coaching, screening and final approval of all new hires
- Direct the new teacher induction programming.
- Direct and manage SPS mentor teacher program and associated professional development for new educators.
- Direct pre-service training program in cooperation with accredited universities.
 - Oversee placement of teacher candidates with appropriate SPS educators
- Oversee the salary placement and compensation systems.
 - Classified (OSEA), Certified (SEA), Administrative, Supervisory, Confidential (SAAC).
- Ensure fair and consistent administration of human resource rules, regulations and collective bargaining agreements.
 - Provides consultation as necessary
- Conduct and/or direct personnel investigations, employee discipline and assist with administering grievance procedures.
- Oversee performance management functions for all employee groups.
 - Develop and monitor evaluation systems
 - Provide system administration and oversight (TalentEd Perform)
 - Oversee supervisory communication and progressive discipline system
- Coordinate the programs and represents the district in unemployment matters.
- Develop, administer, monitor and coordinate assigned budgets.

- Provide employee training on human resource functions and procure trainers when necessary to provide training.
- Collaborate with the Chief Operations Officer and Assistant Superintendent of Instruction in the preparation of the staffing portion of the district budget.
 - Ensure equitable distribution of human resources across the district
 - Oversee human resource requisitions and allocations to ensure they remain within approved human resource budget
- Is a key figure in labor negotiations by providing leadership, advice and information regarding human resource practices, laws, regulations, policies and the impact that proposed contract language may have on operations.
- Serve as the primary liaison and contact person with the district's labor counsel.
- Assist administrators and supervisors in resolving human resources problems.
- Provide consultation on a wide range of human resource matters and administrative issues.
- Supervise the preparation of employee contracts, exit interviews, develops and updates personnel manuals and documents.
- Oversee the development, implementation and application of district human resources policies, practices and procedures.
- Provide human resources department representation to various committees, special interest groups and public meetings.
- Lead dismissal hearings, non-renewal cases and plans of assistance.
- Establish and maintain a system of personnel records in compliance with state and federal law.
- Serve as a liaison with law enforcement agencies, the Oregon State Department of Education and Teachers Standards and Practices Commission (TSPC) regarding the employment status of employees.
- Serve on the Superintendent's Cabinet.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Master's Degree in Educational Leadership or related field
- Current Oregon Educational Administrator License or commitment to obtain
- At least five (5) years of human resources management and/or related field
- Knowledge of human resources practices, fair employment laws, collective bargaining statutes and educator licensing rules

SUPERVISORY RESPONSIBILITIES:

Directly supervise employees in the Human Resources Department. Carry out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; assigning and directing work; appraising performance; disciplining employees; and addressing concerns and resolving problems. In cooperation with building and district level administration, the Director will also provide input on administrator evaluation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of schools and school systems
- Knowledge of State of Oregon and federal laws as they relate to education and employment
- Advanced oral and written communication, interpersonal, management, decision making, mediation and problem solving skills
- Operating knowledge of and experience with personal computers and basic office equipment including fax, copier, telephone and printer
- Think creatively and be flexible
- Establish and maintain accurate records
- Continuously improve professionally
- Work independently and make decisions in areas not having precedents or established procedures
- Be an effective model of constructive change
- Organize and direct others
- Meet timelines and demonstrate attention to detail
- Work effectively as a key member of the district cabinet team
- Carry out directions and directives
- Develop, organize and manage human resources policies and systems
- Effectively interact with others in difficult situations
- Interpret and comply with laws, rules and policies
- Engage in community service organizations as a district representative to promote district initiatives and engage the parent community in positive and productive ways
- Effectively utilize computers and other equipment necessary in operating the human resources office
- Accurately transfer, record and convey information
- Communicate effectively orally, in writing, and over the telephone
- Motivate others through effective leadership
- Maintain positive working relationships with community partners, parents, staff and students.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; and use hand dexterity for computer work and keyboarding skills at a minimum of 45 words per minute; handle or feel and reach with hands and arms. The employee is frequently required to stand for extended periods of time. The employee must lift and/or move up to 30 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus. Occasionally perform work beyond a standard 40-hour work week when workload requires.



WORK ENVIRONMENT:

The Director of Human Resources will work beyond an eight-hour day and a five-day week to take care of daily work, attend meetings, conferences and district/school activities. The Director must have excellent communication, problem-solving and small-group process skills. A substantial portion of the work will involve conflict management and sensitive situations with staff, parents and patrons. Confidentiality is crucial within the work of Human Resources. Workloads can be heavy and timeline may be unreasonably short. Requests and issues are often received which require immediate attention and conflict with other priorities.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment is usually low to moderate.

OTHER

***Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable or necessary.