

Springfield Public Schools

Human Resources Director - Full Time - Administration Building (17/18-AD01)

JOB POSTING

Job Details

Title **Human Resources Director - Full Time - Administration Building**
Posting ID **17/18-AD01**
Description Springfield Public Schools seeks Administrative licensed candidates for the position of Director of Human Resources. We are actively recruiting applicants who model best practices for inclusion, equity and diversity.

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.

For a complete job description, please go to our web site: www.springfield.k12.or.us/jobs and click on the link HR Director Job Description in the Administrative/Confidential Positions section.

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

Salary & Benefit Package

This 12-month position includes a generous benefit package including the District-paid 6% PERS retirement, medical, dental, vision, and stipends for an optional TSA, mileage and cell phone. (2017-18 Administrative salary schedule has not been negotiated; the annual salary listed below is based on the 2016-17 salary schedule.)

How to Apply

Complete an application electronically through TalentEd Recruit & Hire. Refer to our web site www.Springfield.k12.or.us/jobs and follow the link for applicants. Only complete applications will be accepted. A complete application includes the following:

- Complete TalentEd Recruit & Hire Application
- Letter of interest
- Current resume
- Three current letters of recommendation from persons qualified to comment on your skills, abilities, and/or preparation for the position
- Complete set of college/university transcripts--Official or unofficial (if hired, a full set of official transcripts is required)
- Copy of current Oregon Administrative License certificate

Applications Accepted: Tuesday, May 2, 2017
Application Review Process: Begins Friday, June 9, 2017
Application Due Date: Open Until Filled

Shift Type **Full Time**
Salary Range **16/17 Rate: \$96,473 - \$119,535.00 / Annual**
Location **ADMINISTRATION BUILDING**

Applications Accepted

Start Date **05/02/2017**

Job Contact

<i>Name</i>	Brett Yancey	<i>Title</i>	Chief Operations Officer
<i>Email</i>	brett.yancey@springfield.k12.or.us	<i>Phone</i>	541-726-3206