



## Joliet Township High School – District 204

Dr. Cheryl McCarthy  
*Superintendent*  
815/727-6970  
Fax: 815/727-1277

Mrs. Karla Guseman  
*Assistant Superintendent  
Educational Services*  
815/727-6972  
Fax: 815/727-1277

Mr. Richard S. Pagliaro  
*Assistant Superintendent  
Business & Personnel*  
815/727-6960  
Fax: 815/774-1600

300 Caterpillar Drive  
Joliet, IL 60436  
[www.jths.org](http://www.jths.org)

### Director of Human Resources

#### Qualifications:

1. Bachelor's degree in Business and/or Human Resources or related field
2. Extensive preparation and knowledge in all aspects of Human Resources, employee relations and employee negotiations preferably in a school district environment
3. Excellent communication, presentation, and leadership skills
4. Enthusiasm to motivate continuous improvement and a commitment to education and district values
5. Such alternatives to the above qualifications as the Board may find appropriate

Reports To: Assistant Superintendent for Business Services

Supervises: Human Resources support staff

Job Goal: To provide overall district leadership in developing, coordinating, and maintaining the human resources and employee relations functions of the district. Also, to recruit, retain, and coordinate the evaluation of a competent, diversified, and qualified staff.

#### Performance Responsibilities:

1. Provide leadership in the management and coordination of the overall operations of Human Resources services, policies and programs for the district.
2. Ensure the district strategic plan, mission statement, beliefs, vision, and district goals and priorities are embedded in all Human Resources functions and decisions.
3. Consult with the District Administrative Team to meet district objectives and to answer questions related to district personnel issues and bargaining agreements.
4. Represent the district as a member of the negotiating team(s) for all employee bargaining groups.
5. As appropriate, consult with the Board of Education on issues related to personnel, negotiations, state and federal law. Attend Board meetings and prepares reports for the Board as required.
6. Provide leadership in the management and coordination of procedures for recruiting, selecting, and developing highly qualified personnel. In the recruitment process there shall be a concentrated effort to recruit minority teachers in accordance with School Board Policy.
7. Process requests for leaves of absence and administer Human Resources policies in regards to sick leave and personal leave in accordance with the provisions of the Collective Bargaining Agreements and Board of Education policy.

8. Coordinate the preparation of job descriptions for new staff positions and periodically reviews and revises existing job descriptions.
9. Process recommendations for termination and/or suspension of employees, assembling substantiating information and arranging any necessary conferences and hearings in compliance with contractual agreements and state and federal law.
10. Oversee the employee benefit programs administered by JTHS. These programs include group health insurance (medical, dental, vision, and prescription drug), life insurance, long term disability, flexible spending account, dependent care account, property liability insurance, and worker's compensation.
11. Monitor and maintain current personnel records regarding licensure, certification, experience, salary, and benefits.
12. Oversee the district substitute procedures for all certified and classified positions.
13. Work with placement officials of the Schools of Education to recruit and place student teachers and interns within the district.
14. Coordinate and manage the implementation of the evaluation process for all classified staff.
15. Coordinate and manage the professional development for all classified staff.
16. Prepare all federal, state, and local reports as it relates to Human Resources.
17. Serve as the District Complaint Manager and Non-Discrimination Coordinator.
18. Prepare and administer the annual budget for the Human Resources department.
19. Perform other job related duties as may be assigned by the Assistant Superintendent for Business Services.

**Terms of Employment:**

Salary to be established by the Board of Education on an annual basis, 12 month work year

**Evaluation:**

Performance to be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel and terms and conditions as stated in Administrative contract.