



Position Description

Executive Director of Human Resources

*Salary Level: **Based on Individual Contract***

Revised Date: November 17, 2021

*Contract/Benefits: **Based on Individual Contract***

Prepared by: Jennifer Ramos, Deputy Superintendent

*Department or Area: **Human Resources***

Approved By: Jennifer Ramos, Deputy Superintendent

*Reports To: **Deputy Superintendent***

Qualifications:

1. Master's Degree required, major in Human Resources, or Industrial Relations preferred
2. Five or more years of administrative experience including school and/or business leadership experience at a director or executive level
3. Successful experience working in a diverse organization or community

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Reporting directly to the Deputy Superintendent and collaborating with the Superintendent's Core Team, the Executive Director of Human Resources has primary authority for leading and directing the efforts of a human resources team that provides exceptional customer service to internal and external constituents. The Executive Director of Human Resources supports the educational performance and financial stability of the District, providing leadership, vision, and strategic direction for the District's human resources systems, procedures and processes including recruitment, selection, induction, benefits and compensation, labor relations, negotiations, retention, compliance, federal and state reporting, data systems, investigations, leave management, and performance management and by completing the following duties personally or through subordinates.

Essential Duties and Responsibilities

1. Builds, supports, and supervises a human resources team integrating and aligning the work and organization behaviors.
2. Develops, implements, and monitors a documented system for
 - a. Recruitment, Selection, and Retention
 - b. Performance Management
 - c. Creation and Management of Employee Onboarding and Teacher Induction

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- d. Compensation Analysis and Recommendation
 - e. Employee Evaluation
 - f. Teacher Certification Tracking and Management
 - g. Response and Management of Workers Compensation Claims
 - h. Response and Management Employee Leaves, Absences, Medical Restriction Requests, and Accommodation Requests
 - i. Tracking and Managing Employee Credentialing and Required Training.
 - j. Collection, Maintenance, and Retention of Personnel Files in accordance with Applicable Laws and District Record Retention Policy
 - k. Substitute Recruitment, Selection, and Assignment whether In-House or Contracted.
 - l. Exiting Employees
 - m. Submission of Employment Actions on the Board Agenda
 - n. Job Description Development, Maintenance, and Access
 - o. Adherence to Federal, State, and Local Laws Pertaining to Human Resources Functions, including, but not limited to, PA School Code, Local Agency Law, FMLA, ADA, Anti-Discrimination Laws, Title IX, Title VII, HIPAA, ACA, PA Human Relations Act, Workers Compensation, Unemployment, PA Employee Relations Act, Clearances Requirements, and Mandated Reporting
 - p. Collection, Verification, and Submission of Data for Local, State, and Federal Reporting.
3. Serves as facilitator of personnel matters related to collective bargaining agreements and interpreting negotiated contracts in conjunction with legal counsel when necessary.
 4. Serves as liaison with district solicitor and/or labor attorney regarding employee issues.
 5. Coordinates and oversees proper handling of employee discipline, investigations, and conflict resolution.
 6. Prepares responses to grievances and manages the grievance steps, in conjunction with legal counsel.
 7. Maintains and develops communications with labor organizations
 8. Prepares for and represents ASD position at board hearings, labor hearings, mediations, arbitrations, or unit clarifications, in conjunction with legal counsel.
 9. Prepares data analysis and proposals for bargaining or discussions with varying employment units or groups, Deputy Superintendent, Superintendent, Labor Counsel, and/or Board of Directors.
 10. Recommends training for staff on Human Resources topics and secures such training.
 11. Formulates and recommends Board policies pertaining to personnel for the Deputy Superintendent's review.
 12. Advises the Deputy Superintendent and Superintendent regarding staffing, personnel related matters and general administrative concerns.
 13. Manages position control to inform staffing forecasts and budget development.
 14. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the Deputy Superintendent or Superintendent.

Supervisory Responsibilities

Directly supervises the Human Resources Administrators and designated members of the Human Resource Team. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Interpersonal Relations

Focuses on solving conflict in a positive and constructive manner; Maintains confidentiality while listening to others without interrupting. Shows reasonable control of personal emotions and exhibits objectivity and openness to the views of others.

Oral and Written Communication

Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills.

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Teamwork

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of staff above own interests and recognition; Able to build group commitment to goals and objectives.

Leadership Skills

Visionary Leadership

Provides vision and inspiration to peers and subordinates; Mobilizes others to fulfill the vision; Displays passion and optimism. Support missions and visions of Allentown School District

Change Management

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation

Delegates work assignments; Matches the responsibility to the position; Gives authority to work independently when appropriate; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People

Includes staff in planning and decision-making; Takes responsibility for the performance of staff; Accessible to staff; Provides regular performance feedback to staff; Develops the skills of staff and encourages growth; Continually works to improve supervisory skills.

Quality Management

Identifies, develops, and implements systems to improve and promote quality; Demonstrates accuracy

and thoroughness; Fosters a focus on quality in others. Demonstrates the ability to move from planning stages to operational stages

Analytical

Synthesizes complex or diverse information; Collects and analyzes data; Uses research, experience, and intuition to complement data.

Safety and Security

Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines.

Problem Solving

Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Organizational Skills

Complex Roles

Strong organizational skills with demonstrated ability to manage multiple complex roles and responsibilities

Cost Management

Works within approved budget; Conserves district/school resources.

Diversity

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Assembles a diverse staff.

Organizational Support

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district/school's goals and values. Demonstrated ability to effectively manage limited resources to support strategic organizational goal attainment

Strategic Thinking

Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

Personal Competencies

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Ethics

Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity.

Motivation

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; Takes ownership of decisions and reasoning; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Technological

Demonstrates use of technology for high quality completion of duties and responsibilities and in the development and implementation of Human Resources systems, procedures, and protocols.

Physical Demands

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

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands and fingers to handle documents, telephone, etc. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____

Date: _____

Individual serving in this position
