

POSITION TITLE (LINQ title)
CHIEF HUMAN RESOURCES OFFICER

WORKING TITLE
Chief Human Resources Officer

SCHOOL/DEPARTMENT
Human Resources

LOCATION
Central Services

PAY GRADE

FLSA STATUS
Exempt

REPORTS TO
Superintendent

ELIGIBILITY FOR EMPLOYMENT CONTRACT
Yes

WORK WEEK SCHEDULE
Monday-Friday (occasional evenings and weekends)

POSITION PURPOSE:

Plans, directs, manages, and evaluates all human resources programs, services, and personnel to include the areas responsible for employee relations, staffing, recruitment and retention, salary administration, compensation, new employee benefits, educator licensure, reporting, and volunteers. Serves as a member of the Superintendent's Executive Cabinet; performs highly advanced and supervisory work to carry out Board of Education policies and procedures related to a wide variety of programs and activities under the direction of the Deputy Superintendent. Serves as liaison between the Board of Education, Superintendent, community groups, and Human Resources.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- Comprehensive in-depth knowledge and understanding of the principles, practices, and procedures of public school system policies and human resources programs.
- Comprehensive knowledge of federal, state, and local regulatory requirements applicable to school system human resources programs.
- Ability to provide effective leadership for a large and diverse staff.
- Ability to maintain confidentiality of employment information.
- Ability to maintain professional and emotional control under stress. Reflects appropriate response to situations, while maintaining a professional and personal demeanor.
- Ability to communicate effectively, both orally and in writing, including preparing complex reports and making formal oral presentations.
- Ability to establish and maintain effective working relationships with school officials, school administrators, teachers, support staff, and other community groups.

EDUCATION, TRAINING, AND EXPERIENCE

- Master's degree in education, public administration, business administration, or closely related field.
- Ten years of education or human resources experience; five years of managerial experience.
- **OR**
- An equivalent combination of education and relevant experience sufficient to successfully perform the essential duties of the job.

CERTIFICATION AND LICENSE REQUIREMENTS

- Must hold and maintain a valid motor vehicle operator's license according to the State of North Carolina requirements.

PREFERRED QUALIFICATIONS:

- Demonstrated successful experience in teaching and public-school administration strongly preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs and leads the development of goals, the preparation of short and long-range plans, and the implementation of programs and services in all areas of the Human Resource Services division.
2. Consults with and provides information to the Superintendent, Deputy Superintendent, the Board of Education Attorney, and senior staff on legal issues involving personnel matters. Confers with other attorneys and representatives of the Education Association as necessary. Directs Human Resources litigation actions.
3. Serves as Superintendent's designee on personnel issues.
4. Counsel's principals and other administrators, both in an advisory capacity and by providing pragmatic assistance, on a variety of employee issues.
5. Directs programs and processes to ensure all school system employees are afforded the right of due process through employee grievance hearings and investigations. Oversee and presents to the Board of Education personnel matters involving special due process hearings.
6. Research and responds to inquiries and requests from the Board of Education, Superintendent, Deputy Superintendent, other administrators, and third parties regarding personnel issues.
7. Ensures that all Human Resources systems are fair, equitable, and adhere to state, federal, and local laws and school board policies. Develops and maintains comprehensive ethics training program(s) for all employee
8. Displays knowledge and understanding of federal and state laws pertaining to Human Resources issues. Prepares and recommends personnel policies and procedures that ensure compliance with policies, laws and regulations governing school system employees.
9. Develops and presents oral and written presentations on employment growth, retention and other Human Resources issues to the Board of Education, principals, teachers, parents, and community groups. Attends regular meetings of the Board of Education.
10. Conducts staff meetings and attend other related meetings deemed necessary by the Superintendent.
11. Directs programs and processes to recruit, hire, and retain highly qualified administrators, teachers, substitute teachers, and support staff throughout the school system.
12. Manages recommendations to hire highly qualified principals and assistant principals.
13. Prepares recommendations for employment, promotion, and retention of all administrative, professional, and support employees for the Board of Education.
14. Oversee proper administration of licensure requirements for certified employees.
15. Recommends and advises on policy and decisions involving compensation. Coordinates research and surveys of salaries and employee benefits for comparable positions in other school systems and in business and industry.
16. Aligns professional development programs (such as training for mentors, alternative entry, NBPTS certification, and NCEES) for employees, including teachers and administrators, to achieve organizational goals.
17. Directs the preparation of the annual report on professional staffing for NC Department of Public Instruction, as well as miscellaneous reports for school system and federal uses.
18. Directs processes to ensure accurate management of personnel records and reporting through the Human Resource Information System.
19. Oversee the organization of special recognition programs including but not limited to Principal/Assistant Principal of the Year, Teacher of the Year, Retirement Reception, National Board-Certified Teacher recognition, and other employee recognitions.
20. Facilitates and oversees the departmental budgets and approves all expenditures associated with programs.
21. Performs other related duties as assigned by the Board of Education, Superintendent, or Chief Operating Officer.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This job operates in a professional office environment and has a noise level of mostly low to moderate. This role routinely uses standard office equipment such as computers, scanners, and copiers. The position, at times, must be able to come into direct contact with school system staff and staff members. Work is considered light physical work, requiring the exertion of up to ten pounds of force. The work involves driving automotive equipment.

EFFECTIVE DATE: 03/01/2026

DISCLAIMER: *To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disability to perform the essential functions. The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills required by the employees assigned to this position. This description may be revised by HR and approved at any time.*

Durham Public Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.