



Duluth

Public Schools

**Director of
Human Resources**

The Duluth Public School's Human Resources Department is committed to employing qualified and dedicated principals, teachers and support staff for the children of our District. The Human Resources Department is committed to attracting and retaining a diverse staff and will honor experiences, perspectives and unique identity.

The Position

The Director of Human Resources is a key member of the Duluth School District's executive team. This pivotal role exists to provide strategic leadership and comprehensive oversight for the coordination, execution and delivery of Human Resources services for the District. The Director of Human Resources is responsible for recruitment and retention, equity and diversity efforts, benefits, performance management, labor relations, and the development and administration of District policies and procedures. This role also requires communicating compensation, benefits and implementing HR strategies to influence District culture in support of optimizing human potential and performance. This position requires use of independent judgment and the ability to build strong relationships, collaborate with others and communicate effectively. The Director of Human Resources is responsible for strategic planning of long and short-range goals, including implementing and evaluating district staff plans, recruitment and retention of a high-quality workforce, the management of departmental resources while maintaining a competitive and equitable classification and compensation structures. The Director of Human Resources acts as an advisor to the Superintendent on all personnel, negotiations and human capital issues and works to create a thriving workforce culture focused on continuous improvements. This role also requires partnering with the Chief Financial Officer and other District Directors in budget development including forecasting district needs and priorities. This role is responsible for the investigation and response to complaints and to provide advice, consultation or delegation to Supervisors and serves as the District's EEO Coordinator, Human Rights Officer and assists in Title IX efforts.

This is an independent contract position that reports directly to the Superintendent. The Director of Human Resources manages leadership in several sub-departments including the Benefits Coordinator, HRIS Specialist, HR Manager and Senior Manager as well as several Clericals.

The Ideal Candidate

The ideal candidate will have demonstrated experience in strategic planning, recruitment and staffing, labor relations, administrative systems and compliance with legislation. The Director of Human Resources will be familiar and comfortable with employee/labor relations, staffing, benefits, compensation and compliance. The ideal candidate for this position will be very familiar with all areas of functionality in the areas of human resources including but not limited to laws, rules, labor agreements, regulations, policies and procedures, negotiations processes, experience managing license requirements with the Minnesota Professional Educator Licensing and Standards Board (PELSB) and proficient in human resource management systems. Strong written and verbal communication skills, the ability to plan and manage short and long term goals and collaboration between different departments is needed for a position of this stature. Experience in working across multi-functional teams in a fast-paced work environment is a must! As a leader and mentor who is dedicated to providing excellent human resources services for the District, the Director of Human Resources will be a thoughtful advisor who anticipates issues and looks for innovative ways to solve systemic problems and who sees their role as being an important part of the District's leadership team. The new Director of Human Resources will possess a balance of assertiveness and diplomacy, be a good listener, fair-minded, and be willing to discuss various matters candidly. This position requires a person capable of operating with significant independence and initiative, while being adept at innovative problem-solving. This is a position of public trust and transparency; personal integrity and ethics must be beyond reproach.

What we are looking for

Human Resources

The Department of Human Resources oversees recruitment and retention, benefits and compensation, and labor relations to ensure compliance with District policies and state laws to create and maintain an equitable work culture. The department develops and implements strategies to influence District culture in support of optimizing human potential and performance.

Services include:

- Benefits
 - Manages and coordinates benefits programs including health, dental, life and long-term disability insurance for 1,500 active employees and 1000 retirees.
 - Administers the District's Flexible Spending Account (FSA), Health Reimbursement Arrangement (HRA), COBRA compliance, FMLA designation, HIPAA compliance, EAP and ADA accommodations as well as overseeing OSHA recording requirements.
- HRIS and Payroll
 - Manages all employment tracking through the Skyward System.
 - Manages Tax Shelter Annuity (TSA) programs.
 - Processes invoices, overloads, stipends and payroll for all District employees.
- Certified and Non-Certified Staffing
 - Certified staff include teachers and principals, positions that require a teaching or administrative license.
 - Non-Certified staff includes transportation and maintenance workers, paraprofessionals and any other position that does not require a teaching license.

Our District

Duluth Public Schools are working to inspire every student to achieve their potential and preparing students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

District Profile:

Total district enrollment:	8000
Total licensed staff:	787
Total classified staff:	501

Schools:

- 9 Elementary Schools
- 2 Middle Schools
- 2 High Schools
- 1 Area Learning Center (Alternative High School)
- 1 Online High School
- 5 Residential/Day Treatment locations
- Additional programming including Duluth Adult Education/GED, Early Childhood Services, and Community Education.



Community Vision and Priorities

We will build on our shared beliefs and values of unity, high achievement and responsible use of resources to create Duluth Public Schools and classrooms that are safe, supportive and inclusive. We will work to inspire every student to achieve their potential, and prepare students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

Who we are.



Our Community

Duluth, or Onigamiising in Ojibwe, is the seat of St. Louis County, the largest city in the northern two-thirds of Minnesota, and the fourth largest city in the state. It is located on the western tip of Lake Superior and its city limits encompass 67 square miles of land and nearly 50 square miles of water. It is part of the Twin Ports metropolitan statistical area which includes all of Wisconsin's Douglas County, and Minnesota's Carlton, Lake, and Saint Louis counties which boasts a population of 291,638, ranked as the 170th largest metropolitan area in the United States.

The City of Duluth is a major port city in Minnesota and serves as the county seat of Saint Louis County. Duluth has a population of 86,293 and is the fourth largest city in Minnesota. Situated on a hillside along Lake Superior's north shore, Duluth is 23 miles long and eight miles wide at its broadest point. It is considered a regional center for Northern Minnesota, Northwest Wisconsin, Upper Michigan, and Lower Ontario. The City is built into a steep rocky hillside, with an elevation change of approximately 900 feet, and temperatures and weather that can vary greatly from season to season and even day to day, due to the proximity of Lake Superior (Kitchi Gammi).

After years of building economic diversity, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth has long been recognized as an innovative region that is supported by a wide variety of services and industries, including the largest, farthest inland freshwater port, the Port of Duluth-Superior.

With 100,000 acres of green space alongside the shores of Lake Superior, Duluth embraces its four seasons with pride. Our waterfront location makes Duluth a premier destination for recreation and entertainment, with miles of water, beach and trails for water skiing, boating, fishing, and other adventure activities. Duluth has been voted Outside magazine's best outdoors town in America, and was ranked in the 2021 top 10 Remote-Ready Cities in the US by Livability, providing 129 municipal parks with a total of 6,834 acres of city parkland. The City provides 150 miles of unpaved hiking trails, 85 miles of bike-optimized, multi-use trails, and 30 miles of paved, accessible trails. The City is home to 2 ski hills, 16 designated trout streams and Lake Superior, the world's largest freshwater lake by surface area. Outdoor tourism is a major part of the city's economy with approximately 6.7 million people visiting Duluth annually.



The city also boasts a vibrant arts culture, home to art museums, theater, and numerous festivals throughout the year. It is the home of two colleges and a university whose local sports teams include nationally ranked and championship teams.

Compensation & Benefits

The annual salary for this position is dependent upon the background and qualifications of the successful candidate up to \$151,825.

The Duluth School District offers an excellent, competitive and comprehensive benefits program which includes medical, prescription drug, dental, life, and disability coverage. A pension plan, tax sheltered annuities program, flexible spending accounts (FSA), health care savings plan, and employee assistance program round out the District's robust benefits program. The District also has generous provisions for vacation, holidays, family and medical leave, and other types of paid and unpaid leave.

Work Schedule

Typical work schedule - 8:00 a.m. to 5:00 p.m. This leadership position will include evening and after-hours meetings.

Holidays - 12 fixed per year.

Vacation - First five years of service start at 20 days of vacation per year.

Retirement

Minnesota Public Employees Retirement Association (PERA).

Tax Sheltered Annuities

Tax sheltered annuities plans are available at the employee's option.

Health Benefits

The District pays a significant portion of the premium for medical hospitalization, dental and prescription coverage for employees and dependents and offers Health Reimbursement Account (HRA) funding. Section 125 (Flexible Spending Account) — employees may participate on a pre-tax basis for daycare and medical expense reimbursement.

Life Insurance

Policy value of \$100,000.

**For a complete list of benefits offered,
please visit <https://www.isd709.org/departments/human-resources/benefits>.**

This position is Exempt from FLSA (Fair Labor and Standards Act),
does not qualify for overtime compensation.



What we offer.

Minimum Qualifications

The position requires a commitment to uphold Duluth Public School's values, a belief that all children deserve a rigorous and equitable education that prepares them for college and for life. This position calls for substantial experience providing strategic direction and visionary leadership that fosters an environment of equity and inclusion for all staff. It is preferable that candidates have extensive public forum exposure requiring the strongest of communications and management skills.

Demonstrated expertise and experience managing staff is strongly preferred. Candidates must have a strong management and leadership presence, well-developed decision making and follow-up abilities and be able to function in a team-oriented environment. Assistance to and continuous exposure in dealing with the Duluth School Board, employees, and the community will require high levels of patience. The ability to effectively manage multiple, and sometimes competing priorities as well as lead and motivate team members is essential.

Required education and work experience includes:

A graduate degree in human resources management, industrial relations, labor relations, organizational management or a closely-related field *AND*

Five (5) years of experience in human resources, industrial relations, labor relations, organizational management or a closely-related field required; *OR*

an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Preferred work experience includes:

Experience in a similarly sized school district

Experience as a school administrator

Experience in practicing employment law

Please visit <https://www.isd709.org/departments/human-resources/job-opportunities/index> for additional duties and requirements.

Application & Selection Process

To be considered, please submit an online application through the District's website. Include a resume, cover letter, and proof of education.

A limited number of the best-qualified candidates - based on the information provided on the application and attachments — will be invited to participate in the selection process. Selection for this position may include an initial screening and an oral board interview to establish top candidacy for the final selection.

For more information, contact Theresa Severance, Human Resources Director at theresa.severance@isd709.org.

**DULUTH PUBLIC SCHOOLS IS AN
EQUAL OPPORTUNITY EMPLOYER.**

<https://www.isd709.org/careers/apply-now>