

CHIEF HUMAN RESOURCES OFFICER

Rev. Oct 2025

Job No.: 1402

Reports to: Superintendent

Dept./Campus: Human Resources

FLSA Status: Exempt

Pay Grade: 104

Term: 226 Days

PRIMARY PURPOSE:

To provide executive leadership for human resource activities to ensure high quality staffing and retention of district staff. Recommends and implements legally sound and effective human resource management programs, policies, and practices. Responsible for the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, employee relations, workers compensation and benefits.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Provide leadership and guidance to the Human Resources department.
- Serves as a member of the Superintendent's Cabinet.
- Develop recruitment and retention strategies for district staff.
- Develop and implement a screening and selection process for all employees.
- Work with principals and other administrators to forecast staffing needs and develop staffing plans.
- Collaborate with the Chief Financial Officer to increase system alignment between departments.
- Ensure that all teachers are highly qualified.
- Administer and oversee orientation programs for new employees.
- Administer employment contracts and supervise contract renewals and non-renewals.
- Provide equal employment opportunity and work cooperatively with others to ensure compliance with federal and state laws and regulations.
- Assist supervisory staff in conducting due-process procedures.
- Direct and monitor employee performance appraisal and ensure that supervisors have proper training.
- Assist supervisors and principals with employee counseling and improvement plans where needed.
- Oversee the necessary processing for issuance and renewal of state certificates and permits.
- Analyze wage and salary data and recommend effective compensation plans.
- Develop and implement procedures for salary administration and placement of new hires.
- Administer leave benefit programs and monitor employee attendance patterns.
- Develop and implement procedures for the preparation and updating of job descriptions and for the proper classification of positions in the district compensation plan.
- Administer the teacher salary schedule and service records.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Oversee compliance with federal wage and overtime laws and ensure proper timekeeping for nonexempt staff.
- Work with finance to calculate cost estimates for compensation and benefit recommendations.
- Manage the district's health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs.
- Work with insurance vendors and third-party administrators.
- Provide employees with information about benefits and advocates on their behalf.
- Review and recommends changes in benefit programs.
- Promote collegiality, teamwork, and collaborative decision making among staff.
- Implement procedures to ensure that employees are informed of employee policies, procedures, and programs that affect them.
- Implement and oversee effective district-wide employee recognition programs in conjunction with School Community Relations department.
- Coordinate communication and mediation processes for employee complaints, grievances, and concerns.
- Monitor employee retention and turnover through analysis of data and exit interviews.
- Ensure that the employee handbook and staff directory is created, updated annually, and distributed.
- Ensure that programs are cost effective and that funds are managed prudently.
- Develop and monitor the annual budget for the department.
- Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned.
- Supervise employee records management and oversee compliance with the state records management program (may serve as designated records management officer).
- Develop and maintain systems for retrieval of information in support of all programs.
- Compile, maintain, file, and secure all physical and electronic reports, records, and other required documents.
- Hire, organize, and direct the work activities of department staff.
- Evaluate job performance of department staff to ensure effectiveness.
- Provide training and development for department staff.
- Ensure that department operations contribute to the attainment of district goals and objectives.
- Develop and monitor the annual budget for the department.
- Attend board meetings regularly and make presentations to the board.
- Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise Human Resources staff.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's Degree in Human Resources, Business Administration, or related field of study required. Master's Degree in Business Administration or related field of study preferred.
- Professional human resource certifications preferred (PHR, SPHR, CCP, CEBS, etc).
- Progressively responsible experience in strategic human resource management preferred.
- Supervisory experience required.

Knowledge/Skills/Abilities:

- Knowledge of the selection, training, and supervision of staff; wage and salary, benefits, and performance appraisal; school employment law, personnel law, and hearing procedures.
- Skills in communication; and interpersonal and public relations.
- Ability to implement policy and procedures; analyze and interpret data and statistics; manage budget and staff; manage multiple priorities and projects; and use computer and application software.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations and services.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.