



Job Description

Reports to: Superintendent

Supervises: Human Resources Staff.

Evaluated by: Superintendent

Evaluation period: Annual

Location: Central Administration Office

Qualifications:

- Degree in Human Resources with five years of human resource experience
OR
- State of Indiana School Administrative License with a minimum of five years of successful experience in school administration, including two years of experience in a supervisory capacity.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Purpose of the Position:

The Human Resources Director plans, coordinates, and directs the operation of all Human Resources functions in such a way as to attract, develop, and retain a quality work force and to enhance the morale of school district personnel. The Human Resources Director promotes the overall efficiency of the school system and keeps high levels of achievement for all students as the primary focus. Work involves supervising and managing all human resources activities and any other areas assigned by the Superintendent.

Responsibilities and Duties:

- Directs, implements, and supervises all routine duties of the Human Resources office, including the district's medical plans, long-term disability plan, life insurance plan, and workers' compensation plan.
- Coordinates recruitment, hiring, retention, evaluation, remediation, and dismissal of all staff.
- Remains current with and interprets laws, regulations, statutes, employee contracts, policies, and benefit plans affecting district personnel.
- Develops and revises policies and guidelines in accordance with state legislation for Superintendent and Board consideration.
- Plans and directs a comprehensive recruitment and retention program.
- Coordinates student teacher placement.
- Approves substitute teacher permits.
- Coordinates required training for all staff.
- Facilitates and monitors the licensing credentials of certified staff.
- Processes emergency teaching permits when needed.
- Oversees the evaluation system for all employees.
- Coordinates committee assignment and compensation.
- Meets with all new teacher hires to review salary and benefits.
- Works directly with Department Directors and principals to assist them in fulfilling their responsibilities on personnel matters. Communicates changes to personnel policies and procedures and ensures proper compliance.
- Coordinates the interview process for all administrative positions.
- Maintains personnel files for all personnel.
- Creates, maintains, and manages all position descriptions.
- Maintains employee handbooks, policies, procedures, and benefit manuals.
- Annually reviews all HR policies and procedures for improvement of practices regarding personnel matters.

- Works with carrier and benefits consultants to periodically review plans, programs, regulatory changes, and cost savings to determine the best plan options including negotiations with vendors for renewal.
- Prepares and presents personnel reports to the School Board for approval and assures communication to staff following board meetings.
- Monitors staffing needs for the district, tracking teachers who retire, resign, transfer, or are reassigned.
- Works with principals and directors to determine wage rates and salaries of new employees.
- Coordinates orientation activities for new teachers.
- Manages inquiries and complaints from parents and community members as required.
- Completes required state reports:
- Serves as a member Employee Benefits Committee.
- Serves as a member of the district wellness committee.
- Serves as the Healthy School point of contact.
- Serves as the employee 504 Coordinator for the district.
- Serves as Title VI Coordinator (Race, Color, Creed, National Origin, and Limited English Proficiency).
- Serves as Title IX Coordinator (Gender).
- Represents the school district in local educational forums.
- Works cooperatively with leaders from other departments to integrate and coordinate individual efforts into a unified program for the district.
- Remains current with trends in education and human resources through professional development opportunities, conferences, and journals.
- Performs other duties and responsibilities as assigned by the Superintendent.

Knowledge, Skills, Abilities, and Personal Characteristics:

- Knowledge of effective managerial principles, methods, and practices
- Knowledge of current education law
- Knowledge of current education human resources best practices.
- Considerable skills with technology and computer systems.
- Ability to promote, create, and maintain a climate of trust and collaboration.
- Ability to make effective and independent decisions.
- Ability to facilitate decision-making with groups of diverse interests and values.
- Ability to inspire others to high levels of achievement and commitment.
- Ability to organize.
- Ability to act decisively.
- Ability to communicate effectively – orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to maintain confidentiality in all aspects of the job.

Terms of Employment:

260-day contract.

Benefits determined by the Administrative Fringe Benefits Schedule.

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout their employment in the Corporation.