



## **THOMPSON SCHOOL DISTRICT ADMINISTRATIVE / EXEMPT JOB DESCRIPTION**

**Job Title:** Chief Human Resources Officer  
**Revised Date:** June 2025  
**Work Year:** 260 days  
**Department:** Human Resources  
**Reports To:** Superintendent  
**Salary:** APT Salary Schedule B – Range 19

- The starting salary for Range 19 is \$147,992
- The final salary is determined based on relevant experience

**Benefits:** Health, dental and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

### **ABOUT THOMPSON SCHOOL DISTRICT:**

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at [thompsonschoools.org](http://thompsonschoools.org) to learn more.

### **SUMMARY:**

Oversee and direct the Human Resources function for the district. Coordinate and administer student discipline, negotiations, FTE, staffing distribution, and assist the Superintendent with personnel issues, problem solving, and district level planning. Interact with staff and community to identify and resolve issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Communicate and interact with staff, parents, community and administration as a district representative.
- Oversight of Risk Management, Insurance and Benefits, and Workers Compensation.
- Advise others with regard to district policies and practices related to staff evaluation and other Human Resources functions.
- Attend and participate in required meetings as a source of information, in an advisory role, and as a source of viable solutions.
- Write, interpret, administer and render agreements, policies and decisions.
- Oversee and administer recruiting, hiring, personnel practices and termination process and procedure.
- Oversee staffing, tracking of FTE distribution.
- Oversee student disciplinary process, procedures and policies.
- Complete assigned administrator, exempt and support staff evaluations.
- Plan and oversee negotiations processes and procedures.
- Member of superintendent's cabinet.
- Develop, implement and evaluate a comprehensive human resources program, including recruitment, selection, and assignment of certificated, classified, confidential, supervisory and management personnel; credential audits, job classification studies, wage and salary administration, employee/employer relations, and evaluation systems.



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- Identify and analyze problems and propose plausible solutions.
- Make decisions and be responsible for those decisions.
- Communicate effectively, both orally and in writing, with staff, students, parents and district administration.
- Schedule, supervise and evaluate the work of others.
- Develop and implement an employee recognition program.
- Provide direction to certificated, classified, confidential, supervisory, and management personnel including discipline, evaluation, work hours; etc.
- Develop and implement structures and systems specific to workers' compensation claims, reasonable accommodations, complaints and investigations.
- Provide direction for management regarding employee discipline, evaluation, complaints, reasonable accommodations, and investigations.
- Lead negotiations with the teachers education association, classified and APT meet & confer committees.
- Present to the Board of Education, Superintendent, district leadership, and staff regarding human resource activities.
- Serve as Lead Negotiator for the District with responsibility for the overall negotiation of employer/employee contracts under direction of the Superintendent and Board of Education.
- Coordinate and direct professional learning ensuring compliance with all state and federal laws and regulations (mandated reporting, sexual harassment, bloodborne pathogens, etc.).
- Serve as an advisor to the Superintendent on matters related to Human Resources.
- Provide support to the Superintendent with one-time, long-term, or ongoing special projects as needed.
- Serve as the Superintendent's designee in matters regarding employee related legal matters, employee complaints, conflict resolution, grievance and disciplinary actions.
- Develop a sound departmental fiscal management system to ensure resources are aligned to the District's goals and objectives.
- Support the superintendent as the designee as needed in their absence.
- Perform other duties as assigned.

*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.*

### **EDUCATION AND TRAINING:**

- Bachelor's degree required for hire.
- Master's degree preferred.

### **EXPERIENCE:**

- Over seven years in administration required.
- Experience in Human Resources administration, teaching, and/or administration in a school setting preferred.

### **CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Type D License preferred.
- Valid Colorado driver's license required.



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### **SKILLS, KNOWLEDGE, & EQUIPMENT:**

Operating knowledge of employment laws, general HR practices, and employment compensation desirable. Basic knowledge of district, state and federal policies and procedures desirable. Operating knowledge of education processes is desirable. Ability to supervise, communicate with other staff members, employees, and the community. Operating knowledge of personal computers and Microsoft Office preferred at hire.

### **DECISION MAKING:**

An example of a typical decision made by an individual in this position is determining if a school's request for an additional FTE (full time employee) is necessary. An incorrect decision made by this position could impact students, staff and parents causing a negative impact. Errors made in decision making could potentially result in substantial embarrassment or cost to the District.

### **CONTACTS:**

Daily contact with staff in the same department or school, administrative leadership team, students, parents, citizens or patrons, general public, to resolve routine internal matters, obtain information, furnish information, resolve routine corrections or adjustments, interpret Human Resources policies and procedures, maintain relationships, recommend policies, negotiate controversial matters and determine critical policies. Monthly contact with advisory committees, Board, and public agencies to resolve routine internal matters, obtain information, furnish information, resolve routine corrections or adjustments, interpret policies and procedures, maintain relationships, recommend policies, negotiate controversial matters and determine critical policies. Annual contact with school support team, vendors, contractors, engineers or developers, local government, state legislature or congressional staff to resolve routine internal matters, obtain information, furnish information, resolve routine corrections or adjustments, interpret policies and procedures, maintain relationships, recommend policies, negotiate controversial matters and determine critical policies.

### **SUPERVISION:**

Directly supervises the following positions: Administrative (3) and Executive Assistant (1). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. This position is responsible for the hiring process. This position is responsible for approximately 6 employee evaluations. In addition, this position is responsible for both budget development and accountability.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. Candidate is regularly required to speak and listen. The employee frequently is required to stand; walk; sit and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



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### **MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is regularly required to communicate, compute and use interpersonal skills. Frequently required to compare, analyze, coordinate, evaluate and compile. Occasionally required to copy, instruct, synthesize and negotiate.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.**