

DIRECTOR OF HUMAN RESOURCES

DATES (Adopted/Revised)	GUIDE WORDS
Adopted 1977 Revised July 1982 Revised September, 2004	Human Resources Personnel

Minimum Requirements:

A Bachelors Degree in Human Resources, Business Administration, or related field. A Masters Degree with at least eight years experience as a Human Resource Generalist is preferred. The position is responsible to the Board of Trustees and must meet any requirements that are established by the Board of Trustees.

Duties and Responsibilities:

1. CURRICULUM IMPROVEMENT AND INSTRUCTIONAL IMPROVEMENT

- 1.1. Consult with administrative personnel in the development of instructional programs and provide information concerning availability of qualified applicants for new programs.
- 1.2. Promote and support district in-service programs related to the improvement of staff expertise and improvement of instruction.

2. STAFF PERSONNEL

- 2.1. Maintain close contact with directors in planning and anticipating personnel needs.
- 2.2. Maintain an up-to-date application file of prospective candidates for all staff positions.
- 2.3. Plan, direct, coordinate and participate in the recruitment of all employees. Recommend and coordinate applicant interviews with principals and directors.
- 2.4. Recommend professional staff for hiring to the Board of Trustees.
- 2.5. In cooperation with principals and directors, be responsible for the assignment and transfer of all personnel.
- 2.6. Establish and maintain appropriate records for all staff members.
- 2.7. Supervise the implementation of district policy regarding personnel.
- 2.8. Recommend needed changes and/or corrections of personnel policies.

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- 2.9. Be responsible for the administration of the negotiated master agreement between the local teacher representative and the Board of Trustees.
 - 2.10. In cooperation with directors, be responsible for the management of personnel problems that cannot be resolved at the building level to the satisfaction of those concerned.
 - 2.11. With the cooperation of the principals and directors, coordinate any dismissal of personnel to assure due process.
3. PUPIL PERSONNEL
 4. FINANCIAL AND BUSINESS MANAGEMENT
 - 4.1. Assist with the development of the annual budget.
 - 4.2. In cooperation with the administrative staff, evaluate annually the effectiveness of business management and operational processes used to implement the personnel recruitment program.
 - 4.3. Coordinate with the business office, all expenditures in the area of staff needs.
 5. SCHOOL BUILDINGS, EQUIPMENT, AND INSTRUCTIONAL MATERIALS
 6. SCHOOL-COMMUNITY RELATIONS
 - 6.1. Direct and supervise a program of public relations in the department of personnel.
 - 6.2. Use best means of interpreting school philosophy and policy to staff members.
 - 6.3. Provide a channel of communications between staff members and administration and board whereby interests and concerns can be expressed to bring about better school programs.
 7. PROFESSIONAL GROWTH
 - 7.1. Promote professional growth of school staff by maintaining a personal program of professional growth.
 - 7.2. Participate in professional growth activities for improvement of knowledge and skills through study, travel, conferences, professional meetings, self-appraisal, etc.
 - 7.3. Keep informed about current administrative, instructional and organizational trends in the areas of responsibility.

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8. SUPPORTIVE SERVICES

- 8.1. Supervise and administer the Affirmative Action Program and Title IX Policies.
- 8.2. Keep abreast of governmental statutes, regulations and rules relating to personnel administration and communicate changes and interpretations of the provisions of the law to the administration.
- 8.3. Assist in research pertaining to personnel, including salary research, studies of staff characteristics, professional standards, and other pertinent projects. Communicate and disseminate such research findings.

9. ORGANIZATION AND ADMINISTRATION

- 9.1. Be directly responsible to the superintendent.
 - 9.1.1. Be responsible to the superintendent of schools for the organization, administration and supervision of personnel policies and procedures.
- 9.2. Initiate, review and recommend new policies or revisions to current district personnel policies to the superintendent of schools.
- 9.3. Attend all meetings of the Board of Trustees unless excused by the superintendent.
- 9.4. Act as administrative head of the school system in the absence of the superintendent when so assigned.
- 9.5. Carry out such additional duties as may be assigned by the superintendent.