

**Job Title:** Human Resources Director**Exemption Status/:** Exempt**Reports to:** Superintendent**Dept./School:** Human Resources**Date Revised:** June 2017**Primary Purpose:**

To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services and to provide oversight in all employee related matters.

**Qualifications:****Education/Certification:**

Master's Degree;

Texas Mid-management, or other appropriate Texas certificate; valid Texas teaching certificate;

Such alternatives to the above qualifications as the Board of Trustees may find appropriate.

**Special Knowledge/Skills:**

Knowledge of campus operations

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Excellent organizational, communication, and interpersonal skills

**Experience:**

At least five years successful teaching and administrative experience

**Major Responsibilities and Duties:**

1. Annually establishes and meets performance goals and uses information provided through the district appraisal process to improve performance
2. Keeps informed of all laws, regulations, statutes, rules, and policies affecting the District
3. Attends Board meetings
4. Prepares and submits reports and other documents as required by the superintendent and Board
5. Accepts from the superintendent such responsibilities as the superintendent chooses to delegate, and assumes full responsibility for discharging them
6. Direct and maintain records and reports as necessary for the Superintendent of Schools and other executive staff to keep the Board of Trustees of the district's progress and future plans.
7. Communicates to the superintendent the requirements and needs of the district as perceived by staff members

8. Serves as a resource person to Chief Officers and Directors in the district, and, as appropriate, as head of such divisions
9. Conducts staff meetings as needed to interpret changes in Board policy or administrative rules, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility
10. Administers the personnel policies, rules and regulations; recommends revisions and changes as needed
11. Assists the supervisors in selecting personnel for instructional and non-instructional assignments
12. Coordinates the district application and recruitment program and ensures that the district is represented in a positive and professional manner
13. Organizes the administrative interview process, evaluates administrative/professional applications for the district
14. Administers employment contracts and contract renewals
15. Directs the preparations and revisions of job descriptions
16. Administers the classification/reclassification of positions; develops procedures for administering salary, benefits, and other forms of compensation
17. Processes the employment/transfer/promotion/resignation/termination of each district employee; establishes, in writing, each employee's salary
18. Administers the district employee evaluation program and ensures that it is implemented effectively and uniformly
19. Assist supervisory personnel in conducting due-process procedures
20. Ensures that the employee handbook is created, updated annually, and distributed
21. Implement policies associated with and oversee the processing of employee complaints and grievances
22. Assist in reviewing and responding to all unemployment claims; serves as the district representative for Texas Workforce Commission hearings and as Executive Officer of the Sick Leave Bank/Pool and Campus Based Family Leave Pool
23. Coordinates and supervises the work of all staff members in the division
24. Assumes responsibility for budget development and long-range financial planning of the division and prepares and administrates departmental budget and demonstrates responsible fiscal control over assigned program budgets
25. Supervise the personnel records management and coordinate the employee safety program
26. Oversee the necessary processing for issuance and renewal of state certificates and permits

- 27. Reviews all Criminal History Reports of prospective employees, volunteers, and substitutes
- 28. Oversees the district’s substitute program
- 29. Oversees the PEIMS process as it relates to the department
- 30. Compile, maintain, file, and present all reports, records, and other documents required
- 31. Implement the policies established by federal and state law, State Board of Education rule, and local board policy
- 32. Performs other duties as assigned by Superintendent
- 33. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators as well as performs other tasks and assumes such responsibilities as related to the position and as assigned.

**Supervisory Responsibilities:**

Human Resource Personnel and others as assigned by Superintendent.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Computer, copier, fax, printer, scanner

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent prolonged or irregular hours; work inside and outside (exposure to sun heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress. Reading, ability to communicate effectively (verbal and written); coordinate district-wide curriculum functions; interpret policy, procedures, and data

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_