

TITLE: Director of Human Resources

QUALIFICATIONS:

1. Bachelor's Degree in human resources management or a directly related area preferred.
2. Excellent communication skills.
3. 2+ years experience as a human resources manager/director or a closely related field preferred.
5. Such alternatives to the above as the Board finds acceptable.

REPORTS TO: Superintendent

JOB SUMMARY: The Human Resources Director is responsible for overseeing human resources functional areas of recruitment/selection/employment; performance management; benefits administration; worker's compensation; human rights administration; organizational development; personnel policies and procedures; assistance, advice and leadership to Directors, administration and employees concerning personnel issues and employee/labor relation issues, negotiations, contract interpretation and practices.

ESSENTIAL FUNCTIONS OF THE JOB:

- Administer human resource functions including employee relations, benefits and insurance, recruitment and selection, discipline, substitute management, training and development (i.e. required trainings), job evaluation and compensation / pay equity, worker's compensation, issues related to the Health Insurance Transparency and Affordable Care Acts, and related activities
- Serve as chief negotiator with employee groups. Consult with Superintendent and his/her designee(s) regarding financial limitations, and recommending tentative agreements for School Board approval
- Implement, administer and interpret labor contracts, while coordinating grievance decisions and arbitration processes as necessary
- Recommend to the Superintendent and School Board final selection of candidates for hire
- Attend School Board meetings and present administrative recommendations on various human resource issues as appropriate
- Assist in budget preparation as it relates to human resources
- Provide human resources support and oversight to principals and other administrators for some or all of the following functions: recruitment and selection, labor/employee relations; job classification and compensation; employee performance, policies and procedures, substitute teacher employment; and communications
- Provide administrative review and recommendation for tenured teachers in need of assistance in collaboration with Building Principals and Curriculum Director
- Develop and/or implement district-wide evaluations for all employees in collaboration with Curriculum Director and/or Building Principals as appropriate
- Serve as the District's Human Rights Officer
- Serve as the District's representative at unemployment hearings, unrequested leave hearings, grievance meetings, mediation, arbitration and lawsuits that involve personnel issues
- Assist with and/or develop, monitor, evaluate, and support new employee orientation programs as appropriate

- Develop and monitor salary budget across the District, while updating and maintaining staffing reports
- Serve as the District's leader in all employee relations and labor relations issues
- Prepare and complete required state and federal reports related to employment and employees and civil rights data for students and employees
- Assign, direct, train and review staff work
- Provide recommendations regarding hiring, transferring, promoting, suspending, terminating and demoting employees
- Evaluate performance and develops staff schedules in coordination with other school administrators
- Develop, review and maintain job descriptions for all employees
- Provides analysis and counsel on legal and compliance agreements
- Manage, investigate and resolve employee concerns and grievances
- Prepare and maintain employee records
- Oversee the development and administration of policies, procedures, programs, and both goals and objectives
- Establish and maintain effective working relationships with school officials, associates and the general public
- Provide leadership and is responsible for all data retention policies and procedures including conversion to electronic files
- Ability to adjust or recommend adjustment of employee grievances as appropriate within established organizational policies
- Ability to coordinate the Department's operations and activities; coordinate matters affecting other departments with those affected; cooperate with other departments on matters of organization-wide and/or mutual concern
- Coordinate recruitment and retention efforts working with colleges and universities to bring a diverse pool of candidates to the Chisago Lakes School District
- Supervise the District's employee assistance program to provide information and resources as appropriate
- Complete interactive process meetings as required
- Oversee the District's Wellness Policies and Initiatives
- Supervise District nurses and his/her staff as appropriate
- Supervise the payroll and human resource staff
- Other duties or tasks as needed.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of personnel.

(09/26/2017) Updated 03-15-2017