



## JOB DESCRIPTION

<b>Job Title</b>	Executive Director of Human Resources
<b>Department</b>	Human Resources
<b>Reports To</b>	Superintendent of Schools
<b>Classification</b>	Administration
<b>Location</b>	District Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Executive Director of Human Resources, under the guidance of the Superintendent, works collaboratively with all key stakeholders to establish working conditions which promote a culture and climate to attract and retain a highly effective and skilled work force. The Executive Director of Human Resources is responsible for: recruitment, utilization, development, and evaluation of staff; initiation and coordination of contracts/employee handbook and other agreements; direction in the development/maintenance/revision of the employee handbook; preparation for/conducting employee grievances; coordination of employee benefits/programs; and maintenance of personnel data in cooperation with the Business office. Additionally, this position serves as a member of the Superintendent's executive team.

## Essential Job Functions

- Oversees the District staffing process including; projections, budgeting, recruitment, selection, salary placement, and onboarding.
- Provides support to building administrators in obtaining and supervising the substitute staff process. Monitors and approves or denies employee absences.
- Plans, implements, and monitors budgets in all areas of Human Resources.
- Collaborates with individual building administrators and other administrators regarding staff needs and placements.
- Ensures District compliance with licensing and applicant testing standards.
- Manages the employee resignation, retirement, layoff and non-renewal processes.
- Manages the exit interview/survey process and interprets results.
- Interprets and updates contracts and agreements and ensures that contracts and agreements are accurate and complete for all effected employee groups.
- Advises the Superintendent and School Board on legal matters pertaining to the human resources interests of the District.
- Oversees the District's Building Improvement Committees, reviews committee minutes, and responds to concerns that are not able to be resolved at the school or work-site level.
- Oversees the process for supervision and evaluation of District staff.

- Provides input for evaluation of administrators.
- Oversees the District access and identification badge systems.
- Assists and supports principals and immediate supervisors with personnel related matters.
- Conducts investigations and collaborates with legal counsel, the School Board, and Superintendent on matters related to escalated personnel matters.
- Supervises the maintenance of all personnel, legal, and state required records.
- Initiates and coordinates all activities associated with employee handbook development, review, and revision. Interprets and enforces the employee handbook.
- Communicates progress of employee group collaboration sessions to the School Board.
- Facilitates and directs the employee grievance process.
- Collaborates with the Teaching and Learning department to plan, organize, and evaluate staff development and orientation activities for new and current employees.
- Works in cooperation with the business office to maintain personnel data essential for budgetary and payroll purposes.
- Provides information relating to personnel as requested by State and national agencies.
- Initiates payroll changes (contract changes, extensions, extra-curricular). Maintains necessary compensation records.
- Establishes employee salary, benefit and retirement programs and recommends appropriate salary and benefit adjustments to the School Board.
- Coordinates the Employee Assistance Program and informs employees and families of the program.
- Provides leadership for the District Wellness Committee and works with employee wellness.
- Provides leadership to comply with regulations of the Federal and Wisconsin Family and Medical Leave Acts, and the regulations of the Americans with Disabilities Act.
- Evaluates, manages, and responds to all requests under the Freedom of Information Act.
- Leads the Sick Leave Donation Bank Committee and monitors the process for effectiveness.
- Oversees the District's workers' compensation and return to work programs.
- Coordinates programs of non-staff personnel working or volunteering in schools.
- Collaborates with the Executive Team in preparation of the Annual District budget.
- Maintains and updates job descriptions.
- Responsible for reviewing, initiating, and drafting School Board policies and writing administrative rules and regulations as needed to provide direction to the district personnel and labor relations.
- Attends all School Board meetings and makes presentations to the School Board and community.
- Works to strengthen connections with the community to support students.
- Serves on District committees as assigned/appointed.

<b>Ancillary Job Functions</b>
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| <ul style="list-style-type: none"> <li>• Attends principals' meetings to provide updates regarding policies and procedures and to maintain on-going communication.</li> <li>• Represents the District positively by displaying a strong work ethic and personal integrity in all situations.</li> <li>• Performs other related duties as assigned by the Superintendent of Schools.</li> </ul> |
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**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Human Resources, Educational Leadership, or related field.
- Significant human resources experience in the administration of all employee matters in an organization of at least 50 employees.
- Significant experience in contract administration/contract negotiations and employee handbook development.
- Significant experience in preparing for and conducting grievance meetings.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Law degree with specialization in labor/employment law; experience in a public school or organization with 50 or more certified staff.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Thorough knowledge of school operations.
- Ability to communicate effectively both orally and in writing.
- Ability to work collaboratively with the community and with staff at all levels within the District.
- Ability to provide service with a high degree of confidentiality.
- Ability to maintain excellent interpersonal relationships with superiors, peers, and subordinates.
- Extensive knowledge of contract administration, negotiations, and employee handbook development.
- Aptitude for specified human resources and district technology systems.
- Understanding of state and federal regulations such as FERPA, FMLA, FLSA, HIPPA and other state and federal regulations associated with HR management.
- Understanding of health insurance field.
- Ability to bring diverse cultural and ethnic perspectives to the school and District, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands 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 essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.

- Regularly required to talk and listen.