



## 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 parties to establish working conditions which promote a culture and climate to attract and retain a highly effective and skilled work force. The Executive Director 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 Cabinet.

## Essential Job Functions

- Oversees the District staffing process including; projections, budgeting, recruitment, selection, salary placement, and onboarding.
- Plans, implements, and monitors budgets in all areas of Human Resources.
- Collaborates with individual building administrators and other administrators regarding staff needs and placements.
- Conducts investigations and collaborates with legal counsel, the School Board, and Superintendent on matters related to escalated personnel matters.
- 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.
- Assists and supports principals and immediate supervisors with personnel related 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.
- Oversees the process of initiating payroll changes (contract changes, extensions, extra-curricular) while maintaining 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 to comply with regulations of the Federal and Wisconsin Family and Medical Leave Acts, and the regulations of the Americans with Disabilities Act.
- Collaborates with the Cabinet in preparation of the Annual District budget.
- Oversees the process of maintaining and updating 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.
- Attends principals' meetings to provide updates regarding policies and procedures and to maintain on-going communication.
- Serves on District committees as assigned/appointed.

#### **Ancillary Job Functions**

- Performs other related duties as assigned by the Superintendent of Schools and School Board.

**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.
- 10 years or greater cumulative experience in the following areas:
  - Minimum of 5 years in one or more of the following:
    - PK-12 Administration.
    - PK-12 Human Resources.
- Other public or private sector Human Resources experience.

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

- Advanced graduate work beyond the master’s degree.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Bilingual/bicultural skills.

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

- Ability to provide service with a high degree of confidentiality.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Thorough knowledge of school operations.
- Ability to communicate effectively both orally and in writing including speaking publicly to large groups.
- Ability to work effectively with individuals and groups.
- Ability to effectively plan, organize and manage time.
- Ability to work independently with minimal supervision.
- Ability to learn and adapt quickly as situations change.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Extensive knowledge of contract administration, negotiations, and employee handbook development.
- 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.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to assist with the implementation, oversight, and monitoring of the District’s EMLSS
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District’s Equitable Multi-Level System of Support (EMLSS).

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

- General 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.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.