

## Director of Human Resources

Certified Position - 0320

<u>Salary</u> Per Salary Schedule	<u>Days</u> 240	<u>Reports to:</u> Assistant Superintendent of Operations
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### SCOPE OF RESPONSIBILITIES

Provides leadership, general oversight and direct supervision and direction to management of the district's Human Resources programs and activities including employment, compensation, employee benefits, and employee assistance

### PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, employee relations, employee benefits and employee assistance.
2. Monitors and recommends possible revisions to the Human Resources policies and objectives for the District.
3. Develop and maintain job descriptions.
4. Maintains current issues of the Employee Handbooks (Certified and Classified), Confidentiality Handbook, Coaching Handbook and Staff Code of Conduct handbook for distribution to employees and/or hiring managers.
5. Maintains certified and classified personnel applications, interviews applicants, and acquires references/documents for consideration for employment.
6. Develops and administers short and long range human resources budget objectives.
7. Assure compliance with wage and hour policies, compensation schedules and procedures and other policies related to human resources.
8. Administer and oversee the District's employee benefit programs and services, and pre-employment physical screening activities.
9. Monitors, analyzes, and takes appropriate action relevant to professional certification issues to comply with the EPSB and National Board Certification guidelines.
10. Directs the completion of reports required by the EPSB including the Local Educators Assignment (LEAD) report.
11. Develops and maintains District employee work calendars.
12. Coordinates and implements the centralized substitute calling system.
13. Provide in-service and training programs as needed for employees including volunteers.
14. Collaborates with other directors on a regular basis to ensure consistency in district's plans and services.
15. Supervise and evaluate the performance of assigned personnel.
16. Assures compliance of all personnel policies and procedures.
17. Recruits highly qualified and effective staff for employment.
18. Maintain and report up-to-date staffing and vacancies
19. Complete employee communications in the form of hire letters, letters of reprimand, warnings, etc.
20. Collect, analyze and report employee absences and incentives as required
21. Respond to open records requests, subpoenas, Kentucky retirement requests, audit requests, employee grievances and employee verifications.
22. Administer, monitor, and report all employee paid and unpaid leaves (FMLA, Extended disabilities, etc.)
23. Maintain regular and predictable attendance.
24. Adhere to the professional code of ethics.
25. Successfully utilize technology as appropriate in job function.
26. Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Certified in educational related area and experience as a school level administrator or District administrative experience preferred.
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable