



Position Title: **Director of Personnel**

Department: Administration

Reports To: Superintendent

SUMMARY: Oversee labor relations and human resources functions of the District. Leads process of collective bargaining and contract management at the district level. Uses goals and objectives of district's strategic plan to formulate bargaining goals and to recruit and retain staff. Advisor to Superintendent in all matters related to employment. Designee Superintendent for the district in the absence of the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Assures all matters related to personnel are in accordance with Board policies and state and federal law
2. Facilitates the recruiting, hiring, training, retention, and dismissal of all district staff
3. Facilitates or leads the collective bargaining process with certified and classified bargaining
4. Responsible for goal setting, budgeting, and data analysis related to negotiations and contract management
5. Ensures the district's compliance in all matters of recruitment, hiring, training, transfers, promotion, compensation, and other benefits in accordance with the collective bargaining agreements, and with state and federal regulations, such as FMLA, OFLA, ADA, EEO, and Workers' Compensation
6. Acts as the District's compliance officer for ADA, Affirmative Action, Sexual Harassment, and other employment related policies
7. Develops a system for personnel records for all school employees to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, including but not limited to transfer, retirement, leave, promotion, discipline, dismissal, etc.
8. Maintains employment related publications to assist administrators, teachers and staff to in meeting the expectations of Board policy, and state and federal regulations related to employment and instruction
9. Coordinates employee performance evaluation programs. Processes recommendations for termination of employees, assembling substantiating information for dismissal of employees, and arranging any necessary conferences and hearings
10. Provides in-service training to building administrators on the process and procedures regarding employee evaluation and discipline matters according to Board policy, state and federal regulations

11. Consults with building administrators to determine training needs of for teachers and staff
12. Works with the Teacher Standards and Practices Commission (TSPC) to ensure district's compliance with state regulations
13. Develops, maintains, and updates job descriptions on an annual basis in compliance with Board policy, state and federal regulations
14. Develops and administers the personnel budget
15. Attends monthly board meetings
16. Corresponds with district staff and stakeholders via email
17. May be asked to translate, if applicable
18. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Supervises personnel assistant in the district office. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, recommending for hiring, and training employees; also includes, planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Master Degree in Education with an emphasis in human resources, collective bargaining and school law. Three to five years of building level administrative experience preferred. Experience as a classroom teacher preferred.

CERTIFICATES, LICENSES, REGISTRATION: Valid Oregon Administrative Certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, and governmental regulations.

WRITING SKILLS: Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability, and statistical inference, and fundamentals of plan and trigonometry.

REASONING ABILITY: Ability to interpret a variety of instructions furnished in written, oral and diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is required to sit; occasionally stand and walk; specific vision abilities include close vision; and the ability communicate through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside and works irregular or extended hours. The employee must have the ability to meet deadlines with severe time constraints.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date