



Centennial School District

Director of Human Resources

Job Purpose Statement/s: The position of the Director of Human Resources supports the administrative leadership of a comprehensive Human Resources Program, including planning, coordinating, and the operation of the Human Resources Department in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual student. The Director of Human Resources will ensure that effective performance management practices are established and utilized throughout the District.

Essential Job Functions:

- **Identify** and **implement** key strategic initiatives in the Human Resources Department that improve equitable practices and decision making in the areas of personnel management, recruitment and retention of the licensed, administrator, and classified workforce.
- **Implement** a comprehensive human resources program and scaling-up programs for maximum impact across the District.
- **Plan, develop, implement, and maintain** a comprehensive evaluation and investigation system and procedure in accordance with board policy and law.
- **Support** administrators/department directors on employee relations issues including investigations of alleged misconduct and other personnel issues and either complete investigations and/or oversee outside contracted services, as appropriate.
- **Facilitate** professional development to develop administrator/director knowledge and skill in conducting investigations and performance evaluations.
- **Assist** and **guide** administrators and department directors in resolving personnel problems. Provide advice on a wide range of personnel matters.
- **Coordinate** District Title IX compliance efforts.
- **Identify** and **implement** key strategic initiatives that support recruitment, hiring, retention, and development of a workforce that is reflective of the cultural, racial and linguistic background of our students.
- **Plan** and **direct** a program for selection and assignment of the best-qualified teachers and personnel.
- **Hire** new personnel.
- **Recommend** all assignments, transfers, dismissals, and promotions.
- **Certify** classifications and salaries to the Business Department.
- **Provide** necessary research for successful wage and salary administration.
- **Plan, develop, and revise** personnel management policies in accordance with state legislation for submission to the Board for adoption and updates Board Policy and Employee Handbook.
- **Assume** administrative responsibility for routine duties of the Human Resources Department, including approving absence certificates for appropriate members of the staff.

- **Keep** the Superintendent & Assistant Superintendent informed of pertinent personnel developments and events; and actively seek the Superintendent & Assistant Superintendent's counsel or decision as necessary.
- **Ensure** District compliance with FMLA/OFLA, Worker's compensation, ADA, and all other personnel regulations.
- **Assume** a key role in the contract negotiations process by providing advice and information regarding personnel practices, laws, regulations, policies, and the impact that proposed contract language may have. A member of each district negotiation team.
- **Serve** as a primary liaison and contact person with the District's labor counsel and professional negotiators.
- **Engage** in actively advocating, promoting, and securing the rights of all persons, with particular reference to employees of the school system.

Other Job Functions:

- **Attend** regular meetings of the cabinet and serve to actively improve communication, cooperation, and planning with administrators, staff, and community.
- **Attend** regularly scheduled School Board meetings.
- **Provide** assistance and support to the Assistant Superintendent and Superintendent.
- **Facilitate, summarize, and utilize** exit interviews to inform district recruitment and retention efforts.
- **Support development and implementation** of new employee orientation activities and mandatory training.
- **Coordinate and assist** administrators/department directors with employee evaluation systems (including plans of assistance for improvement) and interventions.
- **Prepare and distribute** recruiting materials in cooperation with professional staff members concerned.
- **Confer** with principals to determine needs for teachers of various classifications.
- **Cooperate** with college and university schools of education and with career guidance offices regarding applicants and the placement of student teachers.
- **Respond** to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the District's personnel program, and to requests of District personnel on matters not clearly covered by regulation, policy, or legislation.
- **Coordinate and supervise** recruitment efforts including job fairs, recruitment branding, etc.
- **Develop** strategic recruitment and retention programs as directed by the Director of Human Resources, including Grow Your Own Programs, university and apprenticeship relationships, and integration of staff wellness initiatives as part of employee relations and staff retention.
- **Develop, implement, and facilitate** beginning teacher mentor program.
- **Participate** in District meetings.
- **Assist** with the supervision of Human Resources staff.
- **Perform** other duties as assigned.

Job Requirements - Qualifications:

- **Experience Preferred:** Successful experience as a building principal.

Skills, Knowledge and/or Abilities Required:

Skills to facilitate and coordinate District certified and classified evaluation programs. Counsel and advise applicants, probationary, and permanent personnel. Strong communication and problem-solving skills.

Knowledge of FMLA/OFLA, Worker's Compensation, ADA, and all other personnel regulations to ensure District compliance. Knowledge of collective bargaining agreements, district policy, and State of Oregon and federal regulations and policies regarding personnel matters and employment, civil rights, Title IX, and student discipline. Knowledge of processing for issuance and renewal of state licenses. Knowledge and experience with supervisory methods and practices in the areas of leadership and instructional frameworks.

Abilities to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, exercise a high degree of independence and self-initiative, establish and maintain cooperative working relationships with students, parents, administrators, and other school personnel, meet schedules and deadlines. Ability to work in an environment with frequent interruptions and changing tasks and priorities. Ability to remain calm, focused, and in control when working under stressful conditions. Ability to protect the confidentiality of information shared verbally and in writing. Ability to communicate effectively verbally and in writing. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/accommodation/field of vision.

Licenses, Bonding and/or Testing Required: Appropriate administrative license and criminal justice fingerprint clearance.

Terms of Employment: Salary and work year (230 days) according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.