

Twin Falls School District #411

Job Description

Job Title: Director, Human Resources
Department: Human Resources
Reports To: Superintendent
FLSA Status: Exempt, 12-month year (salary as per administrator's salary schedule, 20 vacation days, one sick day per month, and three personal leave days/year).
Salary Range: Per district administrative salary schedule
Prepared By: Human Resources Department
Prepared: 3.19.12 revised 4.7.14
Approved By:
Approval Date:
Supervises: Directly supervise employees in the human resources, payroll, communication and reception departments in accordance with the organization's policies and applicable laws, including interviewing, recommendation for hiring, training employees; planning, assigning, and directing work; and appraising performance.

JOB GOAL Under direction of the Superintendent, recruit necessary certified/classified personnel to insure that consistently high educational benefits are afforded to each student in the district; implement the district's employment policies in a consistent and positive manner to comply with state and federal employment laws; oversee internal/external communication initiatives designed to promote/enhance the image of the district; and promote open communication between the district and its audiences.

QUALIFICATIONS (minimum)

- Master's degree (M.A.) or equivalent; or four to ten year's related experience and/or training; or equivalent combination of education and experience deemed acceptable by the Superintendent and Board of Trustees
- Sound decision-making skills, aptitude for problem solving, proficiency in planning and organizing, strong work ethic
- Strong interpersonal and communication (verbal and written) skills
- Ability to value and promote diversity in the workplace
- Ability to read, analyze, and interpret government regulations, write reports, and present information effectively
- Ability to perform basic math functions to calculate hourly wages, compensation rates, and budget compliance
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Efficient use of database, spreadsheet, web production, presentation and design software and word processing programs
- Possess strong written and oral communication skills, including appropriate English usage, grammar and punctuation, spelling, editing, and proofreading techniques
- Possess creative and technical skills necessary to design materials used to communicate to diverse audiences
- Possess language skills necessary to read, analyze, and interpret district information, generate reader friendly publications, write copy, and generate reports

ESSENTIAL DUTIES include the following (or other duties assigned by Superintendent or Board)

Employment

- Assist administrators in preparing personnel forecast to project certified and classified employment needs
- Oversee all functions and responsibilities of human resource staff
- Screen and select qualified guest teachers and maintain a register of guest teachers
- Process recommendations for termination of employees, assemble substantiating information for dismissal of employees, and arrange for necessary conferences and hearings
- Conduct exit interviews with personnel leaving the district
- Develop, review and revise job descriptions

- Oversee the development, maintenance, and dissemination of certified and classified employee handbooks

Compensation

- Maintain/update district certified, classified, and administrative salary schedules
- Oversee the review and evaluate personnel files to insure proper placement on the salary schedule
- Recommend salary policy and structure needed

Compliance

- Maintain and assist in the development of personnel policies and interpret existing personnel policies/regulations to staff
- Ensure that district personnel record keeping is in compliance with state and federal regulations including EEOC, ADA, FMLA, Affirmative Action, and Title VII
- Serve as the district's grievance officer, counsel employees to resolve complaints/grievances and other matters related to personnel management, and work with principals on difficult or sensitive personnel matters
- Administer the district's affirmative action program and insure district policies/procedures reflect consistent and equal opportunity for all personnel

Reporting

- Ensure all statistical information is prepared and maintained on all personnel and submit required statistical reports to the State Department of Education, the Superintendent, and the Board of Trustees
- Supervise reporting requirement compliance including: work related injury reports, Workers' Compensation claims, return-to-work medical releases, FMLA requests, leave request/usage, ADA requests, etc.

PHYSICAL DEMANDS

- The physical demands and work environment indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions (reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).
- Persons performing service in this position classification will regularly exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods of time. Occasionally, physical requirements include the ability to navigate multi-story buildings during an emergency situation.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job

EVALUATION

- Evaluation of personnel conducted in accordance with district evaluation policy

OTHER

Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

License Requirement

- Possession of a valid Idaho Motor Vehicle Operator's License.
- Insurability by the District's liability carrier

Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business; therefore, personal auto insurance coverage of \$300,000 is recommended.

Job description received:

Date/year

Employee signature