

North Wasco County School District

Job Description – Director of Human Resources

Title:	Director of Human Resources
Classification:	Administrative – District Level
Reports To:	Superintendent
Work Year	240 Days/Year

Job Purpose Statement/s:

This position is designed for the purposes of managing assigned operations in accordance with district policies; providing information to the Board, superintendent, staff and the public; ensuring compliance to established policies, procedures and/or codes; and addressing a variety of administrative needs and processes. Major areas of responsibility include: 1) Labor Contract Management, 2) Recruitment and Selection of all staff, 3) District Staff Morale, 4) Labor Relations, 5) Oversight of the District's Employee Evaluation Program, 6) Federal and State Laws governing NCLB and Teacher Licensing, 7) Workers Compensation/OFLA/FMLA Program, 8) Title IX Director, and 9) Title II (ADA) Coordinator.

Job Qualifications & Experience:

- Advanced Degree (Master's) in Education, Administration or Human Resource Management is preferred;
- Administrative and classroom experience is preferred;
- Bilingual English/Spanish preferred

Skills, Knowledge and/or Abilities Required:

Skills: to manage personnel and programs; communicate effectively orally and in writing, problem solve, and work collaboratively with colleagues, students, parents and the public.

Knowledge: of instruction, school law, district policies, state and federal employment laws.

Abilities: provide consistent, fair and policy-based direction to others and make independent judgments; possess a high moral personal standard; maintain a high degree of integrity in all facets of work; keep and maintain accurate records; maintain confidential and sensitive information; meet deadlines; communicate effectively with individuals of varied cultural and educational backgrounds; communicate in oral and written form; prepare and present materials in a professional manner.

Licenses, Certifications, Bonding, and/or Testing Required:

- Oregon TSPC Administrative Licensure is preferred
- Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, district drug screen, BBP training

Essential Job Functions:

- Designs and directs the hiring process for all district employees, in cooperation with the administrators and managers for the purpose of assuring consistency in the district and high quality employees
- Develops district policies and procedures for human resources for the school board's consideration, for the purpose of assuring consistency in the district, and compliance with laws, regulations and collective bargaining agreements
- Directs the management of the district's collective bargaining agreements, from negotiations through managing the contract, processing grievances and supporting administrators in managing the collective bargaining agreements, for the purpose of assuring high quality staff
- Monitors human resource activities of administrators and managers for the purpose of assuring compliance with district's human resources policies and procedures, collective bargaining agreements and laws and regulations
- Plans the district's staffing in each location, in cooperation with administrators and managers, for the purpose of assuring the best use of district's fiscal and human resources

North Wasco County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran's status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

- Supervises the preparation of state and federal reports for the purpose of compliance
- Advises the Superintendent as a member of the cabinet for the purpose of assuring sound and accurate information for decisions
- Attends professional growth sessions for the purpose of keeping his/her professional human resource knowledge current with changing laws and regulations
- Provides in-service trainings to administrators and managers, as well as employees, for the purpose of keeping their human resource knowledge current
- Develops and maintains a productive working relationship with collective bargaining groups for the purpose of assuring good employee relationships
- Hires, supervises and evaluates selected district licensed and classified staff, as directed by the Superintendent, for the purpose of assuring high quality staff and programs
- Serves as the District Title IX Coordinator, Adult 504 Coordinator, and Title II (ADA) Coordinator.
- May supervise various programs as determined by the Superintendent
- Communicates effectively with staff, students, parents, community and School Board

PHYSICAL REQUIREMENTS:

- In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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- Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description. I understand
 (Print Name) that a copy of this job description will become part of my personnel file.

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Employee Signature

Date

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