

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: Executive Director of Human Resources

QUALIFICATIONS:

1. Master's degree in human resources, management, business, or related area; or Specialist Degree in Education Administration.
2. Human Resources certification through either Human Resources Certification Institute or Society of Human Resources Management.
3. Five-ten years of human resources management experience with increasing levels of responsibility; or five-ten years of successful district-level administration
4. Excellent communication skills; ability to serve public effectively
5. Knowledge of office practices and procedures
6. Ability to use standard office machines, equipment and computers
7. Ability to learn new skills and train others
8. Excellent organizational skills; mature judgment
9. Ability to effectively work with all school personnel

REPORTS TO: Superintendent and Assistant Superintendent of Finance/CFO

JOB GOAL: Manage all functions of the Human Resources Department

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Human Resources functions of recruiting, screening, interviewing, selecting, and direct the HR onboarding process for all personnel.
2. Supervise and evaluate the work of Human Resources staff.
3. Assure compliance with State and Federal regulations as they apply to certification, employment, and contract administration.
4. Verify past employment experience to determine placement on salary scale for new employees
5. Generate and maintain employee records for all Human Resources personnel files and all HR related electronic systems.
6. Responsible for reviewing background clearance information, validating current employees, obtaining rap back notifications and triennial audits through the MO State Highway Patrol's Missouri Automated Criminal History System.
7. Supervise all aspects of Worker's Compensation, FMLA, ADA and Short Term Disability.
8. Evaluate services, overage, and options available through insurance companies and plan modification of existing benefit programs. Oversees the renewal and/or bidding process for group insurance programs. Meets with broker representatives to address product or service-related issues.
9. Create and maintain job descriptions.
10. Oversee the creation of, direct and maintain district-wide employee evaluation programs for certified and support staff.
11. Serve as an advisor on sensitive employment issues, disciplinary action, and terminations to ensure consistent application of policy. Consult legal counsel as necessary.
12. Assist Assistant Superintendent of Learning in monitoring the staffing of school buildings and select departments for compliance with budget parameters.
13. Manage employee performance issues including employee counseling and grievances in accordance with policies GBM and AC, disciplinary memos and performance improvement plans, and advance recommendations for termination to the Board for approval.
14. Serve as Title IX Compliance Officer to oversee and investigate allegations of Title IX violations in accordance with board policy and report findings to the Superintendent.
15. Develops, updates, and enforces personnel policies, procedures and practices. Annually reviews and makes recommendations to the superintendent for improvement of the organization's policies procedures, and practices on personnel matters.
16. Develops and facilitates new employee onboarding/orientation.
17. Oversee recruitment and retention including applicant tracking, job interviews, employee coaching sessions and disciplinary hearings as needed.

18. Design and implement a comprehensive training program for all employees in the area of supervision and evaluation.
19. Assist the Assistant Superintendents with the design and implementation of Professional Development across the district.
20. Develop systems and procedures for cataloging, organizing, archiving and maintaining records through their life cycle.
21. Participate in unemployment hearings.
22. Oversee exit surveys of outgoing employees.
23. Other duties as required or directed by the Superintendent.

TERMS OF EMPLOYMENT: 260 days as per School Board Policy GCBDA

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Superintendent

PAYSCALE: **Certified Executive Directors Salary Scale**

APPROVED BY SCHOOL BOARD: