



Title: **CHIEF HUMAN RESOURCES OFFICER**

Reports to: Superintendent of Schools

Pay Grade: 311

FLSA: Non-Exempt

Length of Assignment: 226

Summary

Provide overall leadership for the development and implementation of human resource operations to include but not limited to employment, employee relations, compensation, recruitment and staffing. Interpret and recommend personnel policies and regulations to ensure legally sound and effective human resource management practices.

Essential Functions

1. Maintain integrity of confidential information relating to students, staff, and all district matters.
2. Provide leadership and expertise to district administrators and staff to facilitate development and administration of human resources plans and programs which further the district's Strategic Plan for student achievement and goals; provide leadership for implementation and monitoring of Human Resource Services.
3. Develop and implement ongoing audits of the effectiveness of human resources programs and services, and modify programs and services accordingly.
4. Lead and provide expertise in support of the district's recruitment, selection, placement, and appraisal of staff; promote diversification in recruitment to obtain diversity within the organization; provide leadership and training in human resources management; coordinate collaborative staffing processes, including substitute services; coordinate and disseminate related information.
5. Lead and provide expertise in compensation and performance management systems; coordinate collaborative data gathering, administration, and reporting; investigate and recommend alternative reward/recognition systems to encourage high performance, including evaluation systems; coordinate activities related to position classification and compensation, position description development, salary schedules, and classification and compensation surveys/studies for the district to maintain competitive wage and salary systems; coordinate and disseminate performance program information and other required reports.
6. Visit school sites and district offices on a regular basis to observe human relations practices, school culture and climate, and student/staff administration/community interpersonal relationships.
7. Make recommendations on human capital initiatives and human-resources impact on the district's Strategic Plan; provide policy formulation for and contributes input to the Strategic Plan; provide for the preparation of reports and interpretations of human resources-related data for district staff, the public, and management decision-making; advise the Superintendent and Board of Trustees on district human resources activities and issue; prepare reports as needed to assist the Superintendent and Board of Education in decision-making.
8. Provide interpretations of legislation, laws, regulations, policies, and procedures related to employment, classification and compensation, labor, employment records, investigations, and finalization of allegations and complaints; advise district management and staff on employment and education discrimination, harassment, Section 504, and Title IX activities and issues; act as a key spokesperson for human resources matters.

9. Oversee the coordination of the district's discrimination, harassment, employee ADA accommodation, and misconduct investigatory processes; ensure resolution of allegations and complaints are timely; ensure disciplinary actions are implemented in a fair and consistent manner; ensure compliance for background checks and outcome of background checks in accordance with legal mandates.
10. Conduct research on current trends in human resources; provide ongoing training to enhance the professional skills of assigned staff; acquire, maintain, and provide current state-of-the-art status in methods and techniques; coordinate with local, state, and national alliances, institutions, or agencies.
11. Develop and maintain ongoing professional development training programs for district administrators and training, contract interpretation and application, and new employee training in collaboration with Instructional Services; develop a professional development plan for ongoing training in areas impacting employees within Human Resources and a district orientation program for new employees in collaboration with Instructional Services.
12. Coordinate parent, business, staff, and community involvement in the planning, implementation, and evaluation of the district's Human Resource Services; recruit members for, serve on, and supervise the organization of committees; serve as a liaison with community and business programs that impact human resources; communicate program innovations to administrators, staff, employee organizations, and the general community.
13. Represent the district's human resources functions in meetings with governmental, legislative, business, community, and labor union and employee organization representatives; serve on committees, task forces, councils, school-based site councils, and ad hoc groups, as necessary, to coordinate human resources functions; maintain updated information on current trends, laws, and regulations.
14. Collaboratively establish departmental goals and objectives which are consistent with district policies; make presentations to the Board of Trustees; provide consultative services on departmental matters; convene district administrators and staff to discuss district-wide human resources issues; actively promote and encourage a customer-friendly environment within Human Resources to provide customer service to internal and external clients.
15. Ensure the development, implementation, and maintenance of departmental information systems; ensure that necessary reports are prepared, including reports for state and federal compliance purposes; monitor and assist with monitoring compliance issues; maintain currency on rules, regulations, district policies, and other requirements for compliance; ensure records are maintained in accordance with legal mandates.
16. Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.
17. Established and maintains an environment which leads to positive staff morale and to achievement of the mission of the district. Directs investigation, analysis and method formulation for handling special projects; evaluates final results; reviews various prepared reports and performs special projects; advise and consults Board of Trustees; Superintendent, and/or other cabinet members on a variety of non-routine matters.
18. Directs the administration of Equal Employment Opportunity/Affirmative Action programs; develops effective minority/female/handicapped recruiting programs.
19. Directs the development of methods for interaction between employees and supervisor concerning job responsibilities in order to enhance job satisfaction, solve job-related problems and improve organizational effectiveness; assists in creating a work environment which emphasizes a commitment to service as a means to achieving personal satisfaction.

20. Consult with the District's legal counsel as needed regarding issues related to human resources.

21. Attendance at work required.

Other Responsibilities

1. Serve as the Superintendent's designee in matters related to human resources or as assigned.
2. Use management practices that promote collegiality, teamwork and collaborative decision making and foster high staff morale and excellence in the District.
3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Master's degree, doctorate degree preferred; five (5) or more years of broad campus and/or district administrative experience at progressively higher levels of responsibility to include experience as a principal or assistant principal. Must have the ability to direct staff and collaborate with schools and community toward increased performance of human resource services in support of the YISD mission. Comprehensive knowledge and experience with human resources development; thorough knowledge of school law and school finance pertaining to areas of responsibility. Must possess exceptional organizational, communication, presentation, public relations and interpersonal skills. Ability to independently implement systematic improvements and effectively transform ideas into actions; ability to maintain enthusiasm and provide leadership to assigned programs; work cooperatively and effectively with others; serve as the Superintendent's designee as directed.

Mental/Physical Demands: Maintain emotional control under stress. Occasional prolonged and irregular hours; frequent Districtwide and statewide travel. Subject to the District drug and alcohol screening policy and regulation; insurable by the District's auto liability insurance carrier.

Approvals

Superintendent

Date

Division

Human Resource

Employee Acknowledgement

I hereby acknowledge receipt of my personal copy of this job description and agree to all duties and responsibilities outlined.

Print Name

Date

Signature