

Gateway School District Position Description

Position Title: Director of Human Resources
Location: Gateway Administration Office
Reports To: Superintendent
Term: 12 month – 260 days

Minimum Qualifications:

- Bachelor's Degree in Human Resources or related field, Masters preferred
- Three years of administrative experience, school district experience preferred
- Knowledge of School Law
- Knowledge and experience in all areas of Labor Relations
- Demonstrated ability in researching financial information and projecting personnel cost reports that may be used as managerial planning tools
- Demonstrated ability in interviewing as part of the personnel selection process
- Demonstrated ability to counsel administrators, teachers and classified staff in matters relating to retirement planning salary and fringe benefits
- Training and/or experience in organizing and managing a personnel office
- Strong communication skills
- Maintains the highest standard of ethics
- Strong leadership and personal drive
- Ability of build partnerships with community organizations
- An entrepreneurial spirit and a proven track record
- Clearances - Current Child Abuse (Act 151), FBI (Act 14) and Criminal Record (Act 34) required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Goal:

The Director of Human Resources is responsible for the overall personnel functions of the district. His/her responsibilities include recruitment, hiring, new employee orientation, performance evaluations, wage and benefit administration, collective bargaining unit compliance, data collection, and interpretation.

Essential Duties and Responsibility:

- Oversee the personnel department and functions.
- Prepare, verify, maintain and submit, within required time constraints, all personnel reports to the Department of Education and other agencies

- Responsible for the coordinating of all labor relations activities, such as negotiations, interpreting contracts for administrators, grievance/arbitration process, resolving conflicts involving contract language interpretations, as well as educate, train, consult and/or advise administrative and supervisory staff on labor relation matters
- Supervise equitable servicing of fringe benefits as required by policy, various labor contracts and the administrative agreement. This includes, but not limited to: Workman's Compensation, Unemployment Compensation, Retirement and Disability Insurance
- Monitor various leaves of absence and confirm that policies, contracts and/or legal guidelines are followed by employees qualifying for leaves
- Provide support and advice to the fringe benefit clerk in addition to advising all employees in regard to their fringe benefits
- Assist in the preparation and recommend a personnel budget to the Gateway Board of School Directors annually. Monitor the budget following approval
- Serve as a resource person to the Gateway Board of School Directors. Serve as the District's EEOC compliance officer and representative at the Human Relations Commission, unemployment and arbitration hearings
- Develop and maintain a liaison with college placement offices and recruitment sources that will assist in recruiting well qualified staff
- Cooperate with agencies and staff in monitoring Workman's Compensation cases
- Maintain and update posted information that is legally required
- Assist the Superintendent and Gateway Board of School Directors in making decisions with respect to staffing and related personnel matters, through the use of research of personnel studies, costs analysis and other pertinent personnel information
- Review and update Gateway Board of School Director policies as needed (using PSBA/solicitor when required) and keep abreast of legislation that directly impacts Personnel functions and requirements
- Researches and prepares special reports for the Business Manager relative to all personnel budgetary matters
- Informs employees of all pay related actions relative to their employment status with Gateway School District in a timely fashion
- Recruit and screen applicants according to objective criteria.
- Monitors certification status of professional and administrative staff
- Performs initial screening of all applications and ranks them in accordance with administrative guidelines
- Manage personnel agenda and recommendations of personnel actions for board approval.
- Attend school board meetings including committee meetings (as necessary).
- Assist in negotiations with bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees.
- Monitor unemployment compensation claims and is involved in the processing of those claims.
- Directly supervise and evaluate the Payroll Supervisor and Human Resources Specialist.

- Manage the substitute staff and processes.
- Plan and conduct recruitment activities for all classifications of staff. These activities include preparing vacancy announcements, screening applicants, conducting interviews or referring qualified applicants to other administrators for selection, assisting in the selection process, conducting reference checks, verifying that the applicant has the proper qualifications for the position, making recommendations for appointment to the school board.
- Manage personnel records with attention to detail, so accurate reports can be generated.
- Monitor certification status of professional and administrative staff.
- Provide monitoring and consultant services to district administration during employee disciplinary procedures. Prepare information for termination of staff while protecting the employee rights during the termination process. Conduct investigations, conduct personnel hearings, serve as representative of the district in such hearings as dismissal review, nonrenewal of employment, and grievances.
- Manage state mandated clearances for all staff.
- Periodically review existing job descriptions and update when necessary. Create job descriptions for any new positions.
- Develop, coordinate, and communicate employee evaluation programs to insure quality and accountability of staff.
- Assist in the development of performance management processes that reflect specific job responsibilities, including goals and objectives for employees.
- Assure that job performance is thoroughly documented including specific rationale for reviews that are either superior or substandard.
- Coach administrators and supervisors on performance management techniques to assure that evaluations are thorough, objective, and well documented.
- Assist the payroll department in the calculation of salaries and hourly rate of staff according to the terms of contract agreements, policies, and board approved salaries.
- Work with the business office to implement all employee benefit plans, wellness programs, and employee assistance programs.
- Advise the payroll department of board approved leaves.
- Assist in the transfer of personnel and notify staff of placements.

Supervisory Duties:

- Supervise the Payroll Specialist and the Human Resources Specialist

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Confidentiality:

Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Must have the ability to write routine reports, correspondence and to speak effectively before parents, staff and students.

Computer Skills:

Demonstrate proficiency with IBM-based or MAC based personal computers and programs such as Windows95/98, Office 97, spreadsheets, database, and presentation programs.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios, and percent.

Reasoning Ability:

Ability to apply common sense understanding and carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision and depth vision perception. Good hearing abilities required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Up-dated 3/1/2022