

Centennial School District

Director of Human Resources (1210)

JOB POSTING

Job Details

Posting ID

1210

Title

Director of Human Resources

Description

The Director of Human Resources provides leadership and direction for the Office of Human Resources in support of its strategic plans and goals through the execution of best practices in the areas of recruitment, selection, classification, compensation, evaluation and assessment, training and professional development, employee relations, labor relations, benefits/leave administration, HRIS, etc. The Director supervises and directs various administrative support personnel within the area of responsibility to facilitate all functions of the Office of Human Resources.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Provides leadership, support, guidance, and technical assistance for the Office of Human Resources.
2. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment actions, including, but not limited to, hiring, firing, disciplinary action, etc.
3. Provides leadership and oversight in the District's recruitment process to include, but not be limited to, the development of legally compliant and organizationally sound job descriptions and applications; the development of a robust recruitment process; effective reference and background checks; pre-employment testing if necessary; formal offers of employment, and adherence to applicable collective bargaining agreements regarding posting of vacancies, etc.
4. Provides leadership and oversight of the new employee onboarding process to ensure compliance with all laws, rules, regulations, policies, and procedures.
5. Directs compensation and benefit programs for the District (e.g. classification of jobs, health insurance, open enrollment, worker's compensation) for the purpose of ensuring District is in compliance with applicable state and federal regulations.
6. Oversees the development, implementation, and assessment of support staff evaluation processes and procedures to ensure that such processes are legally compliant and conducted with fidelity.
7. Provides training, support, and processes for supervisors on how to appropriately evaluate staff, specifically how to document unsatisfactory performance, including working with employees needing improvement.
8. In conjunction with appropriate administrative personnel, facilitates the development, implementation, and evaluation of staff development activities.
9. Responsible for maintaining databases for certification issues, including, but not limited to, tenure, Level I/Level II status, and Act 48/Act 45 compliance.
10. Manages multiple Human Resources (HRIS) database systems (e.g. Skyward, Aesop/SAMS, TalentEd, etc.) for the purpose of ensuring systems are functioning, providing accurate/timely information, and performing the intended service.
11. Responsible for receipt and review of applicable criminal and child abuse clearances for all district employees, contractors, and volunteers; coordinating review with solicitor as needed.
12. Directs and monitors the processing of leave requests in accordance with collective bargaining agreements, School Board policy, Pa School Code, and applicable law, including, but not limited to: FMLA, childrearing leave, and sabbatical leave.
13. Maintains required records and prepares or oversees the preparation of various state and federal employment related reports and ensures that such reports are completed and submitted accurately in a timely manner.
14. Drafts, interprets, and disseminates policies, regulations, procedures, and other important information to staff.
15. Provides assistance and guidance to principals, administrators, supervisors and staff on issues related to employee discipline and employment.
16. Serves as liaison with the Pennsylvania Department of Education for assigned areas of responsibility.

17. Participates in the negotiations process with all employment groups as requested by the Superintendent.
18. Provides leadership and guidance in the development of departmental objectives, standard operating procedures, performance standards, timelines, and reports.
19. Maintains positive working relationship with School Board; providing written updates as needed and attending School Board meetings to present personnel agenda items.
20. In conjunction with the Business Office, manages the employee benefits programs.
21. Manages the process of obtaining substitute personnel; professional and support as needed.
22. Represents the District at grievances, arbitrations, unemployment compensation hearings, etc. as needed.
23. Serves as the Compliance Officer for Title IX.
24. Serves as the Compliance Officer for the District regarding matters related to Harassment, including, but not limited to, receiving reports/complaints, investigation of claims, and providing staff training related to identification and prevention.
25. Performs other job related duties as required and as assigned by the Superintendent.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily.*

1. Bachelors in Human Resources, Business Administration, or related field required. Juris Doctorate (J.D.) or Master's Degree in Human Resources, Business Administration, or related field strongly preferred.
2. Three (3) to five (5) years of experience in progressively larger HR roles with significant experience in recruitment, selection, classification, compensation, evaluation and assessment, training and professional development, employee relations, labor relations, benefits/leave administration, HRIS, etc. Experience in an educational setting (e.g. school district or intermediate unit) strongly preferred.
3. Or any combination of education, experience and certification that will enable performance of the position of Director of Human Resources.
4. Knowledge and experience with HRIS systems (e.g. Skyward, etc.) and HR software/ applications.
5. Knowledge of the needs of an educational organization as it relates to educational certification and "highly qualified" professional and paraprofessional staff.
6. Knowledge of federal, state, and local laws, regulations, and codes related to employment, including but not limited to, ADA, FMLA, FLSA, Title IX, Workers' Compensation, Pennsylvania School Code, etc.
7. Knowledge of the principles and practices of effective human resource management, including recruitment, selection, classification, compensation, evaluation and assessment, training and professional development, employee relations, labor relations, benefits/leave administration, HRIS, etc.
8. Demonstrated ability to lead/manage a team.
9. Demonstrated ability to communicate to a wide variety of audiences orally and in writing.
10. Excellent interpersonal skills and demonstrated knowledge of group dynamics, consensus building, problem solving, and conflict resolution.
11. Knowledge of and ability to interpret collective bargaining agreements, employment contracts, and Board policies.
12. Proven planning, organizational, and project management skills.
13. Ability to collect, analyze, and interpret data.

TERM OF EMPLOYMENT:

- Full Time, 12 months/year
- Regionally competitive salary.
- Salary and benefits consistent with District's approved Compensation and Benefits Plan and/or individual contract.

DEADLINE:

Applications will be reviewed until the position is filled.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrative
<i>External Job Application</i>	Administrative	<i>Internal Job Application</i>	Administrative

<i>Location</i>	Administration Building	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Bachelor's Degree		

Job Application Timeframes

<i>Internal Start Date</i>	09/05/2018	<i>General Start Date</i>	09/05/2018
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>
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