

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Director of Human Resources	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Superintendent
EDUCATION:	Currently must hold or have the ability to obtain an Oregon Administrative license.	FLSA Status: Exempt
LENGTH OF WORK YEAR:	Per Contract	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	The Director of Human Resources plans, directs, organizes and administers the staffing and human resources functions for licensed, administrative, classified, coaches, confidential and supervisory positions - this includes assignment, recruitment, selection, employee record keeping, compensation, evaluation and the administration of labor relations and employee benefits. The Director is a member of the District Cabinet and is responsible for overseeing the full scope of human resources to help the District achieve its vision and mission. The Director will ensure that effective performance management practices are in place and used throughout the District.	

ESSENTIAL JOB RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Direct all human resources efforts related to district’s strategic plan:
 - Attract, recruit, and retain highly effective staff
 - Support and develop our human resources
 - Utilize evaluation and support systems to promote professional growth
 - Promote shared leadership and professionalism
- Direct, monitor and oversee recruiting and onboarding systems:
 - Position requisition, advertising, systems administration (Talent Ed Perform & Recruit), administrator and supervisor support and coaching, screening, and final approval of all new hires.
- Direct the new teacher induction programming.
- Direct pre-service training program in cooperation with accredited universities
 - Oversees placement of teacher candidates with appropriate KCSD educators
- Oversee the salary placement and compensation systems
 - Classified, Licensed, Administrative, Supervisor, and Confidential
- Ensures fair and consistent administration of human resource rules, regulations and collective bargaining agreements.
 - Provides consultation as necessary
- Conduct and/or direct personnel investigations, employee discipline and assist with administering grievance procedures

- Oversees performance management functions for all employee groups (Administrator, Licensed, Classified Confidential and Supervisory)
 - Develop and monitor evaluation systems
 - Provide system administration and oversight (Talent Ed Perform)
 - Oversee supervisory communication and progressive discipline system
- Coordinates the programs and represents the district in workers' compensation and unemployment insurance matters
- Develop, administer, monitor and coordinate assigned budgets.
- Provide employee training on human resource related functions and procure trainers when necessary to provide training.
- Collaborate with Director of Business Services in the preparation of the staffing portion of the district budget
 - Ensures equitable distribution of human resources across the district
 - Oversees human resource requisition and allocations to ensure they remain within approved human resource budgets
- Is a key figure in labor negotiations by providing advice and information regarding human resource practices, laws, regulations, policies and the impact that proposed contract language may have on operations.
- Assists administrators and supervisors in resolving human resources problems.
- Provides consultation on a wide range of human resource matters and administrative issues.
- Supervises the preparation of employee contracts, exit interviews, develops and updates personnel manuals and documents.
- Oversees the development, implementation and application of district human resources policies, practices and procedures.
- Provides human resources department representation to various committees, special interest groups and public meetings.
- Leads dismissal hearings, non-renewal cases and plans of assistance.
- Establishes and maintains a system of personnel records in compliance with state and federal law.
- Serves as a liaison with law enforcement agencies, the Oregon State Department of Education and Teachers Standards and Practices Commission regarding the employment status of employees.
- Serves as a member of the Superintendent's cabinet.
- Serves as the District's Title IX Officer.
- Other duties as assigned.
- Regular attendance is an essential function of this position.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resources or related field
- At least five (5) years of human resources management and/or related experience
- Knowledge of human resources practices, fair employment laws, collective bargaining statutes and educator licensing rules

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Human Resources Department. Carry out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; assigning and directing work; appraising performance; disciplining employees; and addressing concerns and resolving problems. In cooperation with building and district level administration, the Director will also provide input on administrator evaluation and directly evaluate the following positions:

- Risk Manager
- HR Specialist
- Executive Assistant
- District Receptionist

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of state and federal laws as they relate to education and employment.
- Advanced oral and written communication, interpersonal, management, decision making, mediation and problem solving skills.
- Operating knowledge of and experience with personal computers and basic office equipment including fax, copier, telephone and printer.
- Think creatively and be flexible
- Establish and maintain accurate records
- Continuously improve professionally
- Adheres to all standards established by TSPC for competent and ethical education.
- Adhere to all Oregon Administrative Rules related to licensed educators.
- Maintain appropriate licenses and training hours as required.
- Work independently and make decisions in areas not having precedents or established procedures
- Be an effective model of constructive change
- Organize and direct others
- Meet timelines and be concerned about detail
- Work effectively as a key member of the district management team
- Carry out directions and directives
- Develop, organize, and manage human resources policies and systems
- Effectively interact with others in difficult situations
- Interpret and comply with laws, rules and policies
- Engage in community service organizations as a district representative to promote district initiatives and engage the parent community in positive and productive ways
- Effectively utilize computers and other equipment necessary in operating the human resources office
- Accurately transfer, record and convey information
- Communicate effectively orally, in writing, and over the telephone
- Motivate others through effective leadership
- Maintain positive working relationships with community partners, parents, staff and students

WORK ENVIRONMENT

The Director of Human Resources will work beyond an eight-hour day and a five-day week to take care of daily work, attend meetings, conferences and district/school activities. The Director must have excellent communication, problem-solving and small-group process skills. A substantial portion of the work will involve conflict management and sensitive situations with staff, parents, and patrons. Confidentiality is crucial. Workloads are heavy and timelines can be unreasonably short. Requests and issues are often received which require immediate attention and conflict with other priorities. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment is usually low to moderate.

PHYSICAL REQUIREMENTS (Mark appropriate box)

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.

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over 35 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 20 lbs.					
If required, lifts over 20 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: 5-20 feet Type of Surface: (i.e. level, carpet, tile): Vinyl Floor					

ENVIRONMENT (WORK CONDITIONS)
Works Inside 95 % of the time / Works Outside 5 % of the time.
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			

