**Dodge City USD 443**

**Executive Director of Human Resources**

**Purpose:** To plan, coordinate, and supervise the operations of the Human Resources Department for both classified and certified staff. Such operations are intended to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual child. Responsibilities shall include functions within the areas of staffing, hiring, counseling, policy administration, and record keeping.

**Responsible to:** Superintendent of Schools

**Salary:** As established by the Board of Education

**Where to Apply:** <https://usd443.applicantportal.com/job-detail-view.php?jid=1001>

# Terms of Employment:

* Annual 12-month contract with 20 days’ vacation.
* Required minimum single participation in district health insurance plan.
* Annual mileage allowance.
* Twelve annual temporary leave days (10 sick, 2 personal); sick leave may accumulate to a total of 100 days.
* Other terms in accordance with the Administrative Handbook and Board Policies.

# Qualifications:

* Masters’ degree of education, human resources or related field required.
* 30 additional graduate hours in school administration or combination of education and professional experience in a related field preferred.
* Experience in public school system including staff selection and staff evaluation preferred.
* Ability to interpret programs, philosophy, and policies of the district to staff, students, and the community at large.
* Excellent communication and human relations skills.
* General understanding of state and federal laws pertaining to human resources.
* Technology skills as required by the position, particularly with word processing, spreadsheets, and presentation software.
* Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

# Essential Functions:

* Reviews and interprets all laws, regulations, statutes, rules, and policies affecting the Human Resources Department.
* Oversees the administration of the negotiated agreement.
* Devises comprehensive and effective systems of record keeping in accordance with policies, regulations, laws, and needs affecting the Human Resources Department.
* Collaborates with members of the Administrative Council in the recruitment, interview, and selection processes; makes final recommendations for all personnel to the Superintendent.
* Works with teachers and the Kansas State Department of Education regarding professional licensure requirements.
* Administers provisions of the negotiated agreement, district policies, and procedures dealing with staffing, transfers, discipline, leave policies, resignations, retirement, benefits, vacations, absences, and supplemental pay.
* Oversees the preparation of all contracts and letters of employment for certified and classified personnel.
* Establishes annual schedules for teacher recruitment trips to area and regional colleges and universities.
* Participates in contract negotiations, benefits administration, and special projects in cooperation with other Administrative Cabinet members.
* Supervises and evaluates all classified staff in the Human Resources Office.
* Reacts to change productively and handle other tasks as assigned.
* Supports the value of an education.
* Supports the philosophy and mission of U.S.D. No 443.
* Serves as district’s Title IX Coordinator

# Physical Requirements/Environmental Conditions:

* Rarely requires physical exertion beyond walking or climbing stairs.
* Occasionally requires manual physical exertion to move, lift, carry, pull or push objects or materials weighing up to 50 pounds.
* Requires frequent use of computers for writing and report generation.
* Frequently requires extended hours for completing reports and responding to multiple demands from a variety of persons.

# General Responsibilities:

* Administers the district retirement provisions regarding 20-year employment stipends and the certified staff early retirement program.
* Certifies classifications and salaries of all employees for the Business and Payroll Offices.
* Oversees the unemployment insurance and worker compensation programs; provides essential records to contracted service providers.
* Completes quarterly special education reports for the Kansas State Department of Education, primarily in the areas of gifted education and counseling services; maintains such records for annual audit.
* Assists with maintaining an annual evaluation schedule for all certified staff.
* Confers with administrators to determine needs for teachers and support staff.
* Collects and compiles annual requests for additional personnel to assist in budget planning.
* Responds to questionnaires, surveys, or other requests for information related to data collected and maintained by the Human Resources Office.
* Coordinates all pre-service assignments in cooperation with institutions of higher education that request placements in the district.
* Responsible for all general personnel functions including staffing, hiring, counseling, policy administration and record keeping for all certified and classified staff.
* Collaborates with administrators regarding all assignments, transfers, nonrenewals, dismissals, and promotions.
* Reviews written communications and provides advice regarding progressive discipline documentation.
* Oversees all general personnel functions including staffing, hiring, counseling, policy administration, and record keeping for all certified and classified staff.
* Oversees the preparation of all reports required from the Human Resources Office including the annual staff certification report and quarterly special education reports for KSDE, statistical information to the Kansas Association of School Boards, and other requests for district or employee information.
* Reports periodically to the Superintendent the problems, conditions, and needs of the Human Resources Office.
* Prepares and distributes recruiting materials in cooperation with professional staff members concerned; collaborates with recruiters as needed for participation in foreign exchange or visiting teacher programs.
* Collaborates with the Director of Staff Development in regard to new teacher orientation needs; provides for necessary arrangements and support for foreign exchange or visiting teachers to get settled in the district.
* Plans, develops, and revises personnel management policies, procedures, and handbooks.
* Responds to questionnaires, surveys, and correspondence from research firms or professional organizations regarding statistical data or other information regarding employee policies and practices.
* Provides guidance to district administrative and supervisory personnel in matters relating to employee relations; advises principals on difficult or sensitive employee matters; and provides information to district personnel on matters not clearly covered by regulation, policy, or legislation.
* Recommends new or revised employee relations policies.
* Facilitates the district grievance procedure as necessary.
* Assists with the development of statistical, financial, and management information related to negotiations and other employee matters.
* Serves as a resource person and team member for the negotiations process.
* Recommends, reviews, and designs all job application forms used by the district, ensuring their compliance with state and federal statutes and Board policies on nondiscrimination; maintains an inventory of such forms.
* Arranges for the duplication and distribution of job descriptions for each announced job opening.
* Maintains and updates a file of district job descriptions.
* Receives and responds to letters and telephone inquiries regarding available or anticipated vacancies at any given time.
* Is responsible for reviewing and maintaining all job applications received for a given job; assists with identifying potential candidates for interviews as requested.
* Verifies that all candidates meet federal, state, and district qualifications for the assigned position.
* Schedules interviews with candidates for job openings as requested.
* Maintains a file of completed applications for candidates for whom a future opening may occur within the district.
* Maintains ongoing communication with schools of education and similar institutions or recruiters likely to prove helpful as sources of personnel.
* Maintains a file of personnel contracts entered into by the district, including any individually negotiated contracts as well as contracts negotiated with employee groups; provides original copy of business- related contracts to the Business Office.
* Develops and maintains a system to provide comprehensive, efficient, accurate, and current records of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, and related issues.
* Counsels with employees to resolve complaints, difficulties, and other matters related to personnel management when requested to do so by the employee directly concerned.
* Processes recommendations for employee nonrenewal or termination; assembles substantiating information for dismissal of employees; and arranges any necessary conferences and hearings.
* Processes requests for tuition reimbursement for recertification as specified by the negotiated agreement.
* Monitors needs and responds to requests for Family Medical Leave.
* Processes requests for use of the Emergency Leave Bank as specified by the negotiated agreement.
* Serves as an administrative representative on the district health insurance committee.
* Sends out retirement packets and calculates any district early retirement benefit estimates for eligible employees.
* Answers questions or provides referral contacts regarding teacher licensure or licensure renewal.
* Coordinates the implementation of the district Drug Free Workplace Policy and the district Employee Assistance Program(s).
* Sends out information letters for continuing contract status with reminders of statutory deadlines for contract resignation.
* Collects annual requests for salary enhancement for all employees by May 31 and provides for the processing of such requests when requirements are verified and salary increases are approved.
* Plays a significant role in fostering professional growth and building staff morale throughout the district.
* Supports the Administrative Cabinet in overall administrative efforts; interprets ideas and decisions to staff and the public; keeps the Superintendent informed of pertinent developments and events within the Human Resources Department; and seeks counsel of the Superintendent and Cabinet members as appropriate.
* Compiles operational statistics and gathers such other data as the Superintendent may require.
* Attends meetings and serves on committees as the Superintendent may direct.
* Provides for a current list of certified substitute teachers for building administrators.
* Performs other duties as assigned by the Superintendent.

**Evaluation**: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.