

DeForest Area School District
Administrative Regulation

TITLE: DIRECTOR OF HUMAN RESOURCES JOB DESCRIPTION	NUMBER: AR 3.3d(1c)
<i>Executive Limitation: EL 3 – Treatment of Staff (3.3d - Job Descriptions)</i>	
Recorded as Administrative Regulation: <i>Established: 12/01/08 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

Job Summary: The Director of Human Resources provides leadership in the development and administration of personnel programs, policies and procedures of the District, administers District benefits, labor contracts, participates in labor negotiations, oversees health and wellness initiatives, provides oversight and counsel on Human Resource law compliance, coordination of supervisory training and development, and supervises Human Resource and substitute teacher/support staff.

Qualifications: Bachelors Degree in Human Resources, Labor Law or related field is required. Three to five years of successful human resource experience in the fields of Human Resource, Personnel Benefit Administration, contract negotiations and personnel hiring required; HR experience in a school district is preferred. Demonstrated leadership, organizational and problem solving skills are required. SHRM Certified Professional in Human Resources preferred. Ability to plan, organize and coordinate proactive personnel practices; ability to develop effective working relationships with staff and the school community; ability to respond empathetically and effectively to sensitive inquiries or complaints; ability to communicate clearly and concisely, both orally and in writing.

Duties and Responsibilities:

- Establish, implement and monitor personnel procedures, policies and records including: compensation and benefits determination, certification and licensure, personnel records control and disclosure, transfers, leaves and resignations and retirements.
- Coordinate the application, recruitment and selection procedures for all District employees and substitutes to ensure a sufficient pool of qualified applicants
- Negotiate, administer and maintain collective bargaining agreements
- Conduct new employee orientations; employee relations counseling and exit interviews.
- Administer classification programs, including classifying/reclassifying positions and writing job descriptions.
- Coordinate activities/documentation to maintain district compliance to state and Federal standards
- Investigate and resolve discrimination, harassment and employee misconduct matters
- Supervise the District’s leave benefits programs (vacations, sick leave, personal leave, FMLA, etc.) including leave processing and reporting
- Coordinate staff Health and Wellness Program including the Employee Assistance Program
- Conduct staff in-services on personnel and/or benefits issues
- Act as a resource person for building level administrators and supervisors on employee issues
- Supervise Human Resources Department personnel and District substitutes
- Attend regular meetings with Superintendent, Directors, Staff, Board, Committees and District groups and work actively to improve staff communications, cooperation and planning.
- Finalize all HR internal audits and approve necessary adjustments
- Perform all other duties as requested by the Superintendent and the Board of Education