



Job Title: **Director of Human Resources**

Department: **Human Resource**

Supervisor: **Superintendent**

Lane Placement: **Administrative Lane 7**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS - D**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Director of Human Resources is a member of the Superintendent's Cabinet and is responsible to provide leadership and direction in matters relating to all personnel services of the district.

ESSENTIAL FUNCTIONS

- Prepare and present reports and recommendation to the Board of Education regarding activities of the Human Resources division relating to personnel services and assist in responding to requests of the Board as required
- Provide leadership and direction in operation and activities of the Department of Human Resources and ensure compliance with Board goals, policies and guidelines
- Assist in interpretation and dissemination of information to employees, community or media concerning personnel services and assist in responding to problems and concerns as required
- Administer the recruitment, employment, assignment promotion, evaluation, dismissal, salary placement, substitute use and fringe benefit programs for all district licensed and ESP personnel
- Ensure the proper administration of personnel policies for all licensed and ESP personnel within the district
- Provide leadership in the development, recommendation and interpretation of personnel policies.
- Ensure maintenance of up-to-date personnel files for all employees
- Provide leadership and direction to the Payroll Department regarding all payroll procedures and the maintenance of accurate payroll records
- Provide leadership and direction in the implementation of a comprehensive staff development program
- Support the business management operation by assisting in preparation of district budgets and monitoring appropriate budget allocations to ensure fiscal accountability
- Ensure that the district programs coordinated are managed effectively and efficiently
- Assist in determining the educational needs of the district
- Support the development and implementation of instructional programs through appropriate personnel actions
- Keep current with trends and development of educational programs
- Assist in development and implementation of procedures to provide for health and safety of employees
- Report to the Utah Professional Practices Advisory Commission (UPPAC) required violations of Board rule of licensed employees
- Provides support to school and District administrators when implementing employee discipline
- Utilize, when appropriate, the services of the District's legal counsel
- Monitor personnel placement to assure proper certification for all assignments and ensure placement of all personnel on the proper salary schedule
- Implement personnel procedures that are in compliance with Federal, State and district regulations and policies

- Act as the district representative in matters related to employee concerns with the Industrial Commission, Professional Practices Commission, Job Services, etc.
- Develop, implement and evaluate short and long-range planning procedures utilizing appropriate management systems and accountability procedures with the personnel of the Department of Human Resources
- Develop, produce, and distribute policy trainings for all employees
- Represent the district at local, State and national meetings and participate in professional organizations where appropriate
- Predictable and reliable attendance

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check
- Requires a cleared criminal background check
- Requires a Master's Degree from an accredited college or university.
- A valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration" preferred
- Requires a minimum of five years of previous job related work experience with demonstrated competence
- Requires strong oral and written communication skills
- Requires strong computer and educational technological skills
- Requires effective problem solving, organizational, multi-tasking, and time management skills
- Requires the ability to establish and maintain a positive working environment
- Requires the ability to establish and maintain effective working relationships with candidates, school staff, district staff, and USBE
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision
- Knowledge of USBE guidelines
- Ability to supervise and lead employees effectively
- Accuracy and confidentiality are critically important
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level
- Requires a valid driver's license

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- While performing the duties of this job, the administrator is regularly required to speak and/or hear.
- The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch.
- The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- Requires ability to operate motor vehicles.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019