



Ashland School District Job Description

Job Title: Director of Human Resources
Assignment: District Office
Reports to: Superintendent
Evaluated By: Superintendent
FLSA Status: Exempt

JOB SUMMARY

The Director of Human Resources plans, directs, organizes and administers the staffing and human resources functions for licensed, administrative, classified, confidential and supervisory positions – this includes assignment, recruitment, selection, employee relations, employee record keeping, compensation, evaluation and the administration of labor relations and employee benefits. In addition, the position contributes to the development of long-range and short-term goals and operating plans for the District's specialized programs by participating with other cabinet-level staff in the formulation of goals and priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Direct all human resources efforts related to the district's strategic plan:
 - a. Attract, recruit and retain diverse, highly effective staff
 - b. Use evaluation and support systems to promote professional growth
 - c. Promote shared leadership and professionalism
2. Direct, monitor and oversee recruiting and onboarding systems:
 - a. Position requisition, advertising, systems administration, administrator and supervisor support and coaching, screening, and final approval of all new hires
3. Provides consultation on a wide range of human resource matters and administrative issues.
4. 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.
5. Direct the new staff orientation and onboarding programming
6. Direct and manage professional development for new educators
7. Manage university relations and coordinate student-teaching assignments.
 - a. Oversee placement of teacher candidates with appropriate educators
8. Oversee the salary placement and compensation systems
 - a. Classified, Licensed, Administrative, Supervisory and Confidential
9. Ensures fair and consistent administration of human resource policies, regulations and collective bargaining agreements
 - a. Provides consultation and coaching as necessary
10. Conduct and/or direct personnel investigations, employee discipline and support site administration and supervisors with grievance procedures
11. Oversee performance management functions for all employee groups (Administrator, Licensed, Classified, Confidential and Supervisory)
 - a. Develop and monitor evaluation systems
 - b. Provide system administration and oversight

- c. Oversee supervisory communication and progressive discipline system
 12. Coordinates the programs and represents the district in workers' compensation and unemployment insurance matters.
 13. Provide employee training on human resource-related functions and procure trainers when necessary to provide training
 14. Collaborate with District leadership in the preparation of the staffing portion of the district budget
 - a. Ensures equitable distribution of human resources across the district
 - b. Oversees human resources requisition and allocations to ensure they remain within approved human resource budgets
 15. Serves as a primary liaison and contact person with the district's labor counsel.
 16. Assists administrators and supervisors in resolving employee concerns and performance management
 17. Supervises the preparation of employee contracts, exit interviews, develops and updates personnel manuals and documents.
 18. Oversees the development, implementation and application of district human resources policies, practices and procedures.
 19. Leads dismissal hearings, non-renewal cases and plans of assistance.
 20. Maintain personnel records in compliance with state and federal law and collective bargaining agreements
 21. Attend Board meetings as requested
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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The equivalent combination of experience, training, certification, education or degree that provides the required knowledge, skills and abilities may be used as an alternative to prerequisites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** A Master's Degree or equivalent training in an appropriate discipline such as Human Resources management, and /or related experience. Knowledge of human resources practices, fair employment laws, collective bargaining statues and educator licensing rules. At least six years related experience with four years in a significant management role.
- **Interpersonal Skills:** Demonstrate a history of strong leadership and communication skills including listening, problem-solving, and de-escalation. Ability to effectively work and communicate with individuals from diverse cultures and backgrounds. Maintain the integrity of confidential information relating to students, staff, or district patrons Works well with diverse populations of students and adults. Remains open to others' ideas and contributes to building a positive work environment.
- **Computer Skills:** Strong Microsoft Office Suite skills; Proficiency using Word, Excel, PowerPoint, and Outlook required. This position will use a variety of school and web-based software and reporting systems.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions. Extensive knowledge of federal and state legal standards and regulations.
- **Certificates, Licenses, Registrations:** SHRM PHR or CP Certification preferred. Ability to obtain a valid CPR/First Aid card, and Oregon Driver's License.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to communicate with others including understanding and being understood. While much of the work will be completed in an office environment, the employee will need to move between buildings, visiting sites throughout the District. This position requires use of a variety of digital systems, software, and hardware. This position may require some travel outside the District.

WORK ENVIRONMENT

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 noise level in the work environment is usually low to moderate, but occasionally high depending upon activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to blood borne pathogens.

VALUES

The District is focused on eliminating systemic racism and its impact on student learning. ASD is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service. Ashland Public Schools is an equal opportunity and affirmative action employer.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

EMPLOYEE STATEMENT

I have read and understand this job description

Employee Name (print) _____ Date _____

Signature _____