

# EXECUTIVE ADMINISTRATOR for HUMAN RESOURCES



## Human Resource Department

### **Purpose:**

The Executive Administrator for Human Resources oversees the human capital, staffing, and personnel functions for all represented licensed and/or classified employees in the District. The Executive Administrator ensures outstanding talent is attracted to the District, developed, and retained by planning and directing the recruitment and selection, compensation, evaluation, training, discipline, termination and succession planning processes for all represented licensed and/or classified employees. The incumbent assists in the administration of labor relations and collective bargaining with the licensed and/or classified associations.

### Definition for use in this Job Description:

*"Teacher or licensed"* includes any TSPC-licensed member of the teacher association, including classroom teachers, teachers on special assignment, counselors, psychologists, speech language pathologists, and nurses licensed by TSPC.

*"Classified"* includes any non-TSPC licensed member of the classified association and confidential employees.

### **Reports to:** Chief Human Resource Officer

### **Nature & Scope:**

In consultation with the Chief Human Resource Officer, the Executive Administrator for Human Resources operates with significant autonomy aligning decisions with all applicable local, state, and federal laws and regulations, as well as District policies and collective bargaining agreements. Independent judgment and decision-making is required in matters not having established rules, regulations or policies. The incumbent, in collaboration with peer Executive Administrators, directs and coaches administrators and supervisors throughout the District in all Human Resource matters, exercising significant authority in order to make the most effective decisions regarding employee talent and performance in the workplace. As a result, the Executive Administrator for Human Resources has a significant influence on the impact administrators and supervisors have with employees. The incumbent supervises staff and directs employees within the Human Resource Department.

## **Essential Job Functions:**

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Oversees and directs the licensed and/or staffing processes across all the District's schools and departments. Counsels and coaches administrators and supervisors in determining staff needs regarding assignments. Ensures the number of personnel employed for the area of responsibility is compatible with available budget monies as listed in the position control document.
3. Leads the talent management of employees. Ensures outstanding applicants are hired and appropriately assigned into licensed and/or classified positions through effective recruiting, screening and selection processes. Ensures processes are in place to attract outstanding candidates and selection processes are fair and equitable.
4. Assists administrators, supervisors and employees in solving problems in the workplace or solving challenges arising from policy, regulations, contracts or practices. Provides counseling to employees in job-related and non job-related areas.
5. Provides direction and training to administrators and supervisors in matters pertaining to evaluation and professional growth of staff, discipline and termination.
6. Maintains the highest level of confidentiality with respect to personnel matters, and sets a tone for others so that a culture of respect and discretion is fostered throughout the organization. Demonstrates integrity, sound judgment, ethical and professional behavior.
7. Assures fair and consistent application and interpretation of District policies and/or state, federal, and local regulations.
8. Provides support for new employee induction programs and orientations. Collaborates interdepartmentally to identify professional development and in-service training needs.
9. Undertakes initiatives to train District administrators and supervisors on Human Resource law, contract interpretations, District personnel policies and procedures, and best practice.
10. The Executive Administrator for licensed staff administers the District's teacher preparation programs and coordinates activities between the District and teacher preparation institutions. Assures proper placement of program participants. The Executive Administrator for classified staff administers the District's Classified Performance Review Program, recommending enhancements to the program, and coordinating trainings.
11. Participates in the collective bargaining process for licensed and/or classified staff and provides interpretation and advice regarding contract administration. Researches issues, develops proposals and recommends District position; serves as District representative on negotiating team. Sets an expectation and assists with ensuring that potential problems are solved at the earliest stages of the grievance process.
12. The licensed Executive Administrator serves as an expert on Oregon licensure and ensures District compliance with TSPC regulations. The classified Executive Administrator serves as an expert on classified compensation and re-classification.
13. Serves as a member of the respective joint Labor Management Committee with the employees' associations and as a District liaison to the associations.
14. Ensures all aspects of the collective bargaining agreement related to personnel are followed with fidelity by implementing provisions related to leaves, licensing, layoffs, transfers, salary

placement, extra pay, complaints regarding employees, personnel files, evaluation, and other related provisions, and by holding staff accountable for honoring the agreement.

15. In consultation with the Superintendent or Chief Human Resource Officer, authorizes employee discipline and termination when warranted.
16. Provides for District representation for dismissal action hearings, Department of Labor discrimination complaints, and other grievances and hearings. Briefs administrators on proper procedures and responses to agency officials. Serves as District representative for Level I grievances and hearings.
17. Supervises the hiring, assignment, and management of substitutes and staff for licensed and/or classified positions.
18. Maintains seniority, recall, and transfer lists. Recommends and approves transfers and reassignments.
19. Develops and maintains employee position descriptions. Conducts job analysis and market factor studies, analyzes data, and recommends salary, benefit, and classification adjustments as appropriate.
20. Supervises the preparation of employee contracts and the legal maintenance of personnel records.
21. Oversees general Human Resource functions including supervisor and employee training, orientation programs and exit interviews; writes and updates personnel manuals and documents.
22. Assists in the development and implementation of District policies regarding personnel. Writes and implements internal administrative procedures.
23. Collaborates with legal counsel on legal matters pertaining to employees, District policy, and disciplinary actions.
24. Participates as an active member on District level committees representing Human Resources.
25. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
26. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

### **Required Qualifications:**

1. Must possess a Bachelors Degree from an accredited college or university.
2. Must have or qualify for an Oregon Administrative credential or a minimum of five years executive leadership experience in a Human Resource setting.
3. The Executive Administrator for licensed staff must have at least four years of experience as a school principal and have demonstrated success in raising student achievement, engaging staff and attaining school and District goals. The Executive Administrator for classified staff

must have four years of school administrator experience or at least five years of executive leadership in a setting with significant experience in human resource executive management.

4. Must have at least four years experience in a supervisory capacity.
5. Must possess excellent written and oral communication skills.
6. Must hold a valid Oregon or Washington driver's license.

### **Working Conditions:**

The Executive Administrator for Human Resources works primarily within an office building and frequently within schools and other District facilities. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

Regular travel to all District facility sites will be required as well as occasional statewide travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening/weekend time.

**Work Year:** 255 days

**Bargaining Unit:** Non-represented

**FLSA Status:** Exempt

**Date Approved:** October 11, 2015

**Date Revised:** December 4, 2019

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.