

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
 January 23, 2023



JOB TITLE: Associate Director of Human Resources
LOCATION: District Office
FTE: 1.0
SALARY: \$138,722
CONTRACT DAYS: 230 Days Annually
START DATE: July 3, 2023
OPENING DATE: January 23, 2023
FOR STRONGEST CONSIDERATION, APPLY BY: February 13, 2023

The Oregon Governor and the Oregon Health Authority (OHA) have issued a state mandate due to COVID-19. All staff are required to be fully vaccinated against COVID-19; proof of vaccination is required for employment.

JOB PURPOSE STATEMENT/S: The position of the Associate Director of Human Resources supports the administrative leadership of a comprehensive Human Resources Program, including planning, coordinating, and the operation of the Human Resources Department in such a way as 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 student. The Associate Director of Human Resources will ensure that effective performance management practices are established and utilized throughout the District.

ESSENTIAL JOB FUNCTIONS:

- Provide assistance and support to the Assistant Superintendent/Director of Human Resources.
- Identify and implement key strategic initiatives in the Human Resources Department that improve equitable practices and decision making in the areas of personnel management, recruitment and retention of the licensed, administrator, and classified workforce.
- Assist in implementation of a comprehensive human resources program and scaling-up programs for maximum impact across the District.
- Analyze, interpret, and provide recommendations to the Director of Human Resources on matters concerning Human Resources and other District issues.
- Plan, develop, implement, and maintain a comprehensive evaluation and investigation system and procedure in accordance with board policy and law.
- Support administrators/department directors on employee relations issues including investigations of alleged misconduct and other personnel issues and either complete investigations and/or oversee outside contracted services, as appropriate.
- Facilitate professional development to develop administrator/director knowledge and skill in conducting investigations and performance evaluations.
- Assist and guide administrators and supervisors on a wide range of personnel matters.
- Coordinate District Title IX compliance efforts.
- Support strategic planning and implementation of strategies that support recruitment, hiring, retention, and development of a workforce that is reflective of the cultural, racial and linguistic background of our students.
- Engage in actively advocating, promoting, and securing the rights of all persons.

OTHER JOB FUNCTIONS:

- Facilitate, summarize, and utilize exit interviews to inform district recruitment and retention efforts.
- Support development and implementation of new employee orientation activities and mandatory training.
- Coordinate and assist administrators/department directors with employee evaluation systems (including plans of assistance for improvement) and interventions.
- Coordinate and supervise recruitment efforts including job fairs, recruitment branding, etc.
- Develop strategic recruitment and retention programs as directed by the Director of Human Resources, including Grow Your Own Programs, university and apprenticeship relationships, and integration of staff wellness initiatives as part of employee relations and staff retention.
- Participate in District meetings, as directed by the Director of Human Resources.
- Assist with the supervision of Human Resources staff.
- Perform other duties as assigned.

REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Successful experience as a building principal.

- **Skills, Knowledge and/or Abilities Required:**

Skills to facilitate and coordinate District certified and classified evaluation programs. Counsel and advise applicants, probationary, and permanent personnel. Strong communication and problem-solving skills.

Knowledge of FMLA/OFLA, Worker's Compensation, ADA, and all other personnel regulations to ensure District compliance. Knowledge of collective bargaining agreements, district policy, and State of Oregon and federal regulations and policies regarding personnel matters and employment, civil rights, Title IX, and student discipline. Knowledge of processing for issuance and renewal of state licenses. Knowledge and experience with supervisory methods and practices in the areas of leadership and instructional frameworks.

Abilities to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, exercise a high degree of independence and self-initiative, establish and maintain cooperative working relationships with students, parents, administrators, and other school personnel, meet schedules and deadlines. Ability to work in an environment with frequent interruptions and changing tasks and priorities. Ability to remain calm, focused, and in control when working under stressful conditions. Ability to protect the confidentiality of information shared verbally and in writing. Ability to communicate effectively verbally and in writing. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/accommodation/field of vision.

Ability to speak a second language preferred.

- **Licenses, Bonding and/or Testing Required:** Appropriate administrative license and criminal justice fingerprint clearance.

TERMS OF EMPLOYMENT: Salary and work year (230 days) according to the current contract and school calendar.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

APPYLING:

To be considered for this position, applicants are required to apply online through [TalentEd Recruit & Hire](#) with the following documents uploaded:

- 1) Letter of Interest;
- 2) Current Resume;
- 3) Three (3) Current Letters of Recommendation;
- 4) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts from the institution(s);
- 5) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license).

For information about the position, contact:

Dr. Tasha Katsuda, Assistant Superintendent/Human Resources Director
Email: tasha_katsuda@csd28j.org

For questions about applying, contact:

Shannon Burley, Human Resources Secretary
Email: shannon_burley@csd28j.org