



Eagle Point School District 9

Job Description – Director of Human Resources

Purpose:

- The Director of Human Resources operates with broad autonomy in alignment with all applicable local, state, and federal laws and regulations, District policies, and collective bargaining agreements. Independent judgment and decision-making is required in matters not having established rules, regulations or policies. The incumbent is responsible for the functions and operations of the Human Resource Department, has multiple supervisory responsibilities and has a significant impact on the quality of human talent and human productivity in the organization. As a result, the Director has a direct impact on the propensity for students to meet the highest educational aspirations of the District.

REPORTS TO:

Superintendent

QUALIFICATIONS:

- Hold or be eligible for an Oregon Administrative License.
- Record of increasingly responsible education positions.
- Must have at least four years experience in a supervisory capacity.
- Five (5) years of human resources management and/or related experience preferred
- pHCLE Certification preferred
- SHRM-CP or SHRM-SCP Certification preferred
- Ability to effectively plan, organize, delegate and listen.
- A people person, approachable, good listener, good communicator.
- A strong sense of integrity and fairness.
- Willingness and ability to make time commitments.
- Displays loyalty to the best interests of the school and school district.

Essential Duties and Responsibilities:

- Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (ORS 584-020-000 to 584-020-0045).
- Plan and direct the development and implementation of human resources processes and procedures that ensure compliance with Board priorities, District educational goals, and State standards.
- 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.
- Aligns and directs all human resources efforts with the district's strategic goals.
- Maintains regular communication inside and outside the organization to communicate district direction, exchange ideas and gather information.
- Assumes overall responsibility for the management of the Human Resources Department.
- Plans, organizes, and directs the staffing and personnel functions for all employees in the District to assure that employees are managed by personnel policies, regulations, practices and contract provisions which are fairly and justly administered.
- Communicates with school and department administrators, central office staff, legal support, labor leaders, and the school community in order to strengthen the effectiveness of employment services, staff relations, and labor relations.
- 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.



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- Serves as the lead labor relations' official of the District. Oversees collective bargaining, contract management, contract interpretation, labor relations. Assists in resolving disputes and grievances in accordance with policy, past practice, and contract.
- Serves in a leadership role on District bargaining and confer and consult teams including serving as Chief Negotiator.
- Leads and provides expertise in support of the District's recruitment, selection, onboarding, placement, retention and evaluation of staff; promotes diversification in recruitment. Ensures capable candidates are hired and are appropriately assigned to positions. Ensures all District personnel are hired lawfully, are employed in accordance with available budget monies, and are assigned to positions in accordance with contract and statute.
- Develops and maintains District policies and administrative regulations pertaining to Human Resources. Makes recommendations on human capital initiatives and builds systems that support the attainment of the goals of the strategic plan.
- Provides interpretations of legislation, regulations, policies, and procedures related to employment, classification and compensation, teacher and administrator licensure, labor, employment records, investigations, and finalization of allegations and complaints. Acts as a key spokesperson for human resource matters.
- Ensures ongoing professional training programs for District administrators and staff to allow for the maximum effectiveness of employees, including leadership training, supervisory training, labor contract interpretation and application, and new employee training
- Directs the District's compensation and classification systems, health benefits systems, performance management systems, and employee rewards programs.
- Ensures the legal and appropriate filing of records pertaining to employees.
- Assists the Superintendent in the selection and appraisal of administrative staff, and provides advice regarding administrative assignments and reassignments.
- Visits school sites and District offices on a regular basis to engage with staff and to observe employee performance, school culture and climate, and workforce engagement.
- Ensures the operability of HR information systems such that necessary reports are prepared, including reports for state and federal compliance purposes.
- Evaluate HR technology systems and implement new programs as needed.
- Oversees administration of employee matters governed by law, including but not limited to:
 - a. Unemployment insurance
 - b. Return-to-work
 - c. FMLA/OFLA/PLO
 - d. Affordable Care Act
 - e. Worker's Compensation
 - f. Americans with Disabilities Act
- Directs investigations to be taken when appropriate, and ensures concerns and complaints are treated appropriately and efficaciously. Ensures resolutions of complaints are timely, and ensures disciplinary actions are implemented in a fair and consistent manner.
- Ensures compliance for background checks and outcome of background checks in accordance with legal mandates.
- Represents the District's Human Resources functions in meetings with governmental, legislative, business, community, and labor union representatives.
- Develops departmental budget and ensures expenditures of approved budget are authorized in conformance with District fiscal procedures.
- Maintains effective working relationships with other members of the Department as well as other department and school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
- Oversees Risk Management and coordinates the programs and represents the district in workers' compensation and unemployment insurance matters.



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- Develop, administer, monitor and coordinate assigned budgets.
- Provides departmental training on human resources related functions and procures trainers when necessary to facilitate development opportunities.
- Collaborate with the Chief Financial Officer in the preparation of the staffing portion of the district budget.
 - a. Ensures equitable distribution of human resources across the district
 - b. Oversees human resource requisition and allocations to ensure they remain within approved human resource budgets
 - c. Serve as a member of the district budget task force
- Serve as the District's Title IX Coordinator.
- Serves on the Superintendent's leadership team.
- Attends and participates in School District Board meetings.
- Oversee the district's volunteer program in compliance with district policies and procedures.
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- The position requires out of district travel including to professional conferences and job fairs.
- Other duties as assigned by the Superintendent

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Occasional stooping, bending and reaching.
- Requires some travel.

Rate of Pay: According to salary schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature:

_____ Date _____

Board Adopted: