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|  | **JOB TITLE** | DIRECTOR OF HUMAN RESOURCES |
| **REPORTS TO** | SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL I + ADMINISTRATIVE INDEX |
| **CONTRACTED DAYS AND/OR HOURS** | 240 DAYS |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7655 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Bachelor’s Degree required. |

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| **POSITION SUMMARY** |
| Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance; supervise and evaluate the performance of assigned personnel. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance; direct and supervise District Personnel Services, and employee relations programs. |
| Develop and recommend Human Resources policies and objectives for the District; develop recruiting and placement practices and procedures. |
| Determine and recommend employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale. |
| Assure compliance with wage and hour policies, policies and procedures, KAR Regulations, and/or KRS Statutes. |
| Administer and oversee the District's employee benefits programs and services, employee assistance programs and pre-employment physical screening activities. |
| Develop, process and implement job design, job evaluation and performance appraisal programs. |
| Provide in-service management training programs for employees; design training programs to meet District-wide Human Resources programs policies and procedures; assure responsibilities and accountabilities are understood and assure coordination of activities within the Division are accomplished. |
| Supervise and evaluate the performance of assigned personnel. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020 |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance.  Supervise and evaluate the performance of assigned personnel.  Explain and apply rules, regulations, policies and procedures related to classified and/or certificated personnel.  Provide technical information and assistance to others concerning employment policies and personnel transactions. Establish and maintain cooperative and effective working relationships with others.  Communicate effectively both verbally and in writing.  Work independently with little direction.  Determine appropriate action within clearly defined guidelines.  District organization, operations, policies and objectives.  Interpersonal skills using tact, patience and courtesy.  Basic public speaking techniques.  Principles and practices of supervision and training. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  Communicate effectively using speech, vision and hearing.  Use of hands for simple grasping and fine manipulations.  Bending, squatting, crawling, climbing, reaching. Requires the ability to lift, carry, push or pull light weights. |