TITLE: **Executive Director of Human Resources**

QUALIFICATIONS:

1. Holds a bachelor's degree in personnel, business administration or related field; certification with a Human Resources professional organization preferred
2. Has five years’ experience in human resources, personnel or employee relations including at least two years in a lead or supervisory capacity; experience with personnel duties in an educational setting preferred
3. Has demonstrated effective interpersonal relations skills including the ability to communicate and work effectively with ~~staff and the Community~~ all stakeholders
4. Has demonstrated competence in the application of employment laws, statutes, regulations and policies
5. Is proficient in the use of computers, standard computer programs and human resources related software

REPORTS TO: ~~Superintendent~~ Chief of Staff / Deputy Superintendent, or designee

JOB GOAL: To organize, plan, direct and implement all of the District’s human resource programs and activities

PERFORMANCE RESPONSIBILITIES:

1. Administer personnel matters in accordance with Kentucky Revised Statutes (KRS), Kentucky Administrative Regulations (KAR), District policy and procedures, and employee bargaining agreements
2. Develop, implement and maintain personnel policies and procedures; communicate changes in the District’s personnel policies and procedures and ensure proper compliance; interpret, apply and explain District policies, procedures, rules and regulations pertaining to all personnel
3. Oversee certification and licensure of all staff to ensure proper and valid certification and licensure is held; advise staff regarding certification and recommend appropriate action when necessary
4. Organize, plan, direct and implement ~~all~~ recruitment and employment marketing strategies and processes for ~~both certified and classified~~ all employee~~s~~ types; ensure the District recruits and retains a diverse workforce
5. Organize, plan, direct and implement programs and activities dealing with employee relations, benefits and assistance
6. Participate in negotiations as assigned
7. Oversee the substitute employee program and management system
8. ~~Keep personnel process in compliance with federal, state and local laws, regulations, policies and contracts~~
9. Maintain file management for all former and current employees and applicants as defined by the Kentucky Public Records Management laws and regulations
10. ~~Work with~~ Establish, maintain and grow cooperative and effective working relationships with all ~~administrative staff~~ administrators to assess ~~personnel~~ and implement human resource needs in all schools and departments; work directly with administrators to assist them in carrying out their responsibilities on personnel matters
11. Consult with legal counsel as appropriate on personnel matters
12. Develop and maintain all District job descriptions, employee handbooks and departmental website information assuring ~~that~~ they are accurate and up-to-date
13. Develop, process and implement job evaluation and performance appraisal programs for support service personnel
14. Develop and implement an exit evaluation process; monitor and utilize the data to improve employee retention
15. Administer and coordinate medical, drug and alcohol screening activities
16. Supervise and evaluate the performance of assigned personnel
17. Develop and manage the budget for the Department of Human Resources
18. Maintain knowledge of industry trends and employment legislation and ensures District compliance; keep current with all related human resource developments and practices
19. Attend all assigned meetings and participate in all assigned committees
20. Perform other duties consistent with the position assigned as may be requested by the ~~superintendent~~ Chief of Staff / Deputy Superintendent, or designee

TERMS OF EMPLOYMENT:

* Salary – ~~Management~~ Executive Director Salary Schedule
* 8 per day
* 40 per wk.
* 246 days
* 12 months

BOARD APPROVED: 4-18-96

REVISED: 9-11-08, 2-10-11