

TITLE: Director of Pupil Personnel & Human Resources

QUALIFICATIONS: Certification by the Kentucky Department of Education for Principal (Required); Certification by the Kentucky Department of Education for Director of Pupil Personnel (required); School and/or district-level administrative experience (preferred)

REPORTS TO: Superintendent

SUPERVISES: Pupil Personnel and Human Resources Staff

JOB SUMMARY The Director of Pupil Personnel and Human Resources is a key administrative position responsible for overseeing and managing all aspects of student affairs and human resources within the school district. This role ensures the provision of high-quality educational programs and the maintenance of an efficient, effective, and compliant HR operation. The Director will collaborate with various stakeholders to support student success, staff development, and organizational excellence.

PERFORMANCE RESPONSIBILITIES:

Pupil Personnel

- Develop and implement policies and procedures that promote student attendance, engagement, and success.
- Monitor and address attendance issues, including truancy, early withdrawals, and tardiness, ensuring compliance with state and federal regulations. This will include conducting home visits for students needing support in these areas.
- Coordinate with schools, families, and community resources to support student well-being, attendance, academic achievement, and social-emotional development.
- Lead initiatives to address the needs of at-risk students and to foster an inclusive, equitable educational environment.
- Collect, analyze, and report data related to student demographics, attendance, and achievement to inform district policies and practices.

Human Resources

- Organizes, plans, directs, and implements the District's human resources programs and activities including employment, compensation, employee relations, employee benefits, and employee assistance
- Develops and recommends human resources policies and objectives for the District;

- Monitors human resource activities of administrators and managers for the purpose of assuring compliance with district's human resources policies and procedures, as well as state/federal laws and regulations
- Develops and implements practices to ensure equitable hiring
- Leads the recruitment and hiring of a workforce at all levels of the organization including substitutes, develops recruitment materials, visits college campuses, attends career fairs, trains administrators in recruitment techniques, and plans other recruitment functions.
- Determines and recommends employee relations practices to establish positive employer-employee relationships and to promote a high level of employee morale
- Provides leadership and training in developing staff evaluation procedures
- Assures compliance with wage and hour policies, compensation schedules, and procedures and other policies related to human resources
- Administers and oversees the District's employee benefits programs and services, employee assistance programs and pre-employment screening activities
- Provides management training programs for employees; designs training programs to meet Districtwide Human Resources programs policies and procedures; assures responsibilities and accountabilities are understood and assures coordination of activities within the division are accomplished
- Attends all meetings of the Board of Education and provides input
- Establishes overall direction and strategic initiatives for the Human Resources division

General

- Collaborate with district leadership to align pupil personnel and HR strategies with the district's mission, vision, and goals.
- Prepare and manage the budgets for the Pupil Personnel and HR departments.
- Serve as a liaison between the school district and external agencies, including the Kentucky Department of Education.
- Participate in district leadership meetings and provide strategic advice on matters related to student services and human resources.
- Perform other related duties as assigned by the Superintendent.

Terms of Employment:

- 238 Day Contract (186 Teacher Contract + 52 Extended Days)
- \$7,000 Extra Duty Stipend