

TITLE:
DIRECTOR OF HUMAN RESOURCES

LOCATION: 1.06

QUALIFICATIONS

- Must at a minimum hold appropriate school administrator certification and possess the necessary skills to fulfill the performance responsibilities of the job with proper endorsements...i.e. pHCLE (Professional Human Capital Leader in Education); KASA School Human Resources Leadership Program preferred; or complete within first year of assignment. and/or exceptional proven Human Resources experience
- Professional HR certification (PHR, SPHR, SHRM-CP, or SHRM-SCP) is preferred but not required. Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a related field required; Master's Degree preferred but not required.
- Minimum of five to seven years of progressively responsible experience in Human Resources, Benefits Administration, or HR leadership roles; experience in a school district, public sector, or large organizational setting preferred.
- Proven experience in strategic HR management, including recruitment, employee relations, benefits administration, performance management, and compliance with state and federal employment laws.
- Strong knowledge of HR systems, software, and data management tools; familiarity with State Financial Accounting System (MUNIS) preferred but not required.
- Demonstrated ability to lead, supervise, and develop HR staff while fostering a positive and collaborative workplace culture.
- Exceptional interpersonal, communication, and analytical skills, with the ability to provide guidance to administrators, employees, and external stakeholders.
- Ability to maintain the highest level of confidentiality and exercise sound judgment in sensitive personnel matters.
- Strong organizational skills with the ability to manage multiple priorities, projects, and deadlines effectively.

Reports to Superintendent

PRIMARY JOB GOAL

To provide strategic leadership and oversight of all Human Resources and Benefits Administration functions within the district. The Director of Human Resources is responsible for developing, implementing, and managing HR programs, policies, and practices that support district goals and ensure compliance with state and federal regulations. This position exercises a high level of independent judgment, provides guidance to district leadership, and ensures effective management of recruitment, onboarding, employee relations, benefits administration, performance management, and exit processes for all district employees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of Human Resources, Benefits Administration, and organizational personnel practices, including recruitment, selection, classification, compensation, evaluation, and employee relations.
- Thorough understanding of district organization, operations, policies, and long-term strategic objectives.
- In-depth knowledge of state and federal employment laws and regulations, including FLSA, FMLA, ADA, Title VII, HIPAA, and other relevant statutes.
- Demonstrated ability to develop, implement, and interpret HR policies, procedures, and processes.
- Strong leadership and supervisory skills, with the ability to manage staff, delegate tasks, and oversee complex HR functions.
- High-level analytical and problem-solving skills to resolve personnel issues, interpret data, and provide strategic recommendations.
- Proficiency in Microsoft Office applications—especially Excel and Word—and comfort with HRIS systems and technology platforms.

- Exceptional interpersonal skills, with the ability to handle sensitive, confidential, and complex situations with discretion and professionalism.
- Excellent written and verbal communication skills, including the ability to prepare reports, deliver presentations, and communicate with internal and external stakeholders.
- Strong organizational and project-management skills, with the ability to prioritize work, meet deadlines, and manage multiple initiatives.
- Ability to maintain confidentiality at all times and ensure compliance with data privacy laws and HIPAA requirements.
- Commitment to fostering a positive, equitable, and collaborative work environment that supports district employees.

PERFORMANCE RESPONSIBILITIES

- Provide leadership, direction, and oversight for all Human Resources and Benefits Administration functions, ensuring alignment with district goals, policies, and strategic priorities.
- Plan, organize, and direct HR operations, including recruitment, hiring, onboarding, certification, personnel records, employee relations, benefits administration, and separation processes.
- Develop, implement, and evaluate HR policies, procedures, and systems to ensure efficiency, legal compliance, and best practices.
- Oversee the applicant tracking process, ensuring accurate verification of credentials, compliance with hiring requirements, and timely communication with applicants and administrators.
- Supervise substitute management processes, ensuring accurate staffing, onboarding, record maintenance, and regulatory compliance.
- Ensure accurate processing and issuance of employee identification and security badges.
- Oversee Workers' Compensation claims, unemployment claims, and FMLA cases, ensuring timely submission, documentation, and compliance with state and federal regulations.
- Ensure the HR website, district roster, and related digital platforms remain current, accurate, and informative.
- Maintain and oversee secure, confidential personnel files and ensure proper retention, accuracy, and access control in accordance with district and legal requirements.
- Oversee the validation of leave balances and monitor collaboration with Payroll/Finance to ensure accurate reporting and reconciliation.
- Serve as the primary point of contact for HR-related concerns from employees, administrators, vendors, and external agencies, providing guidance, interpretation, and support on HR policies and regulations.
- Monitor the annual distribution, collection, and processing of Intent of Employment forms, substitute reasonable assurance notices, and employment contracts for all district employees.
- Direct annual health insurance open enrollment and serve as district liaison to KDE, the Kentucky Employees' Health Plan, and insurance carriers.
- Oversee verification of teaching experience, employee certifications, EPSB requirements, and compliance with district staffing needs.
- Provide leadership in employee relations, including conflict resolution, investigations, performance management support, and policy interpretation.
- Ensure the preparation of monthly Personnel Reports and other HR updates for Board of Education meetings.
- Conduct research, compile statistical data, and prepare reports or recommendations to support personnel planning, staffing needs, and HR initiatives.
- Oversee departmental communications, including memoranda, notices, policy updates, and employee correspondence.
- Monitor and ensure new employees complete all required onboarding documentation and support exiting employees in completing separation requirements.
- Collaborate closely with the Finance Department on payroll matters, employee benefits, contract administration, and staffing allocations.
- Supervise HR staff, providing coaching, evaluation, workflow guidance, and professional development when necessary.

- Maintain compliance with all federal and state employment laws, including FLSA, FMLA, ADA, Title VII, HIPAA, and KDE regulations.
- Serve the community as needed. i.e. board chairs, board members etc.
- Promote a culture of equity, inclusion, professionalism, and confidentiality throughout all HR operations.
- Perform other duties and assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting		X								X	
b. Walking		X	X								
c. Standing		X	X								
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

LIFTING _____ 0-10 lbs. _____ 11-15 lbs. <u>XX</u> 16-30 lbs. _____ Over 31 lbs.		
2a. HAND MANIPULATION REQUIRED? _____ Yes (If yes, complete 2a,2b,2c,2d,2e) _____ X _____ No		
2b. Repetitive hand movements? _____ Yes _____ X _____ No		
2c. Simple Grasping?	Right Hand Yes _____ No _____	Left Hand Yes _____ No _____
2d. Power Grasping?	Right Hand Yes _____ No _____	Left Hand Yes _____ No _____
2e. Pushing Pulling?	Right Hand Yes _____ No _____	Left Hand Yes _____ No _____
2f. Fine Manipulation:	Right Hand Yes _____ No _____	Left Hand Yes _____ No _____

3. (a) Does the job require worker to reach or work above the shoulder? _____ Yes <u>X</u> No Frequency? _____ (b) Reaching at or below shoulder level? <u>X</u> Yes _____ No Frequency? <u>As needed</u>	
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? _____ Yes <u>X</u> No	
5. Are there special visual or auditory requirements? _____ Yes <u>X</u> No If yes, please describe (i.e. working with computer terminal):	
WORK ENVIRONMENT: a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? _____ Yes <u>X</u> No b. Is the employee exposed to fumes or airborne particles? _____ Yes <u>X</u> No If yes, please specify:	

BLOOD/FLUID EXPOSURE RISK: (check the right category) <u>X</u> Category I: Tasks involve exposure to blood, fluid, or tissue _____ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks. _____ Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.	
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TERMS OF EMPLOYMENT:

Up to 240 days per year; salary to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy.

Date of Approval: July 10, 1995

Revised: April 4, 2008

Revised: November 18, 2008

Revised: December 18, 2025

I have read and understand the terms set forth in this job description.

Signature of Employee_____

Date Signed_____