



Littleton Elementary School District #65 Position Description

TITLE: Executive Director for Human Resources

CLASSIFICATION: Exempt

REPORTS TO: Superintendent

SUPERVISES: All employees assigned to the Human Resources Department

MINIMUM QUALIFICATIONS: Bachelor of Arts or Science Degree in the area of Human Resources Management or related area. Proven work experience in a related position. Possesses qualities associated with good human and interpersonal relationships. Professional training in personnel selection and management. Knowledge of State and Federal laws as they relate to personnel and compliance issues. Possesses strong organizational and leadership skills to manage and supervise the Human Resource Department, including maintenance of personnel information and employee records. Ability to communicate effectively, both orally and in writing, and proven ability to maintain effective relationships with administrators, employees, private citizens and community members. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Functions/Performance Responsibilities: To plan, coordinate and supervise the operation of the Human Resource Office in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system and maximize the educational opportunities and benefits available to each employee. To promote excellence in education through the recruitment, selection and retention of qualified teachers.

Executive Director functions as part of the District Executive Team and provides information, reports, agenda items and advice to Superintendent and Governing Board on a regular and ongoing basis. Responsible for strategic planning of the district and assigned departments. Represents District as administrative leadership in legal and procedural issues and events.

GENERAL STATEMENT OF RESPONSIBILITIES:

- **Develops, maintains and provides a comprehensive, efficient, accurate and current record system of all employee personnel records.**
- **Keeps abreast of governmental statutes, regulations and rules relating to personnel administration, and, as requested, advises of the provisions of law.**
- **Interprets existing personnel policies and regulations to staff, and makes recommendations as needed for revisions or for the development of new policies and regulations.**
- **Prepares and distributes recruiting materials in cooperation with any vacancies in the district.**
- **Cooperates with college and university schools of education and with career guidance offices regarding applicants and student teaching programs.**
- **Provides necessary processing for issuance and renewal of state certification.**
- **Makes timely announcements of dates to be observed by applicants and employees to comply with state and district requirements.**

- Supports the superintendent in the overall administrative efforts; interprets ideas and decisions to staff and public; keeps superintendent informed of pertinent personnel matters; and seeks the superintendent's counsel and expertise as needed.
- Verifies and completes all paperwork involved in employment verification requests.
- Verifies and maintains accurate records of certificated employees graduate hours and classified incentive credits for classified employees.
- Keeps accurate files and submits appropriate paperwork on all unemployment claims submitted by employees in the district.
- Maintains and keeps updated directory of employee information.
- Coordinates employee recognition programs.
- Administers the contract and salary schedules for all personnel and assists in budgetary planning as requested by the superintendent.
- Coordinates an effective orientation program for all new employees.
- Conducts research on personnel matters as needed to meet district needs.
- Coordinates with administrators to develop and revise job descriptions for all employees as needed and maintains accurate records of such.
- Serves as consultant for administrators on personnel and policy matters.
- Participates in staff development programs, both support and professional in conjunction with other district administrators.
- Counsels with employees and works with administrators to resolve complaints, concerns and matters pertaining to personnel management.
- Ensures that all personnel are evaluated through evaluation instruments reflective of current, relevant and comprehensive job descriptions.
- Develops substitute teacher and classified handbooks and works with administrators on development and revisions of teacher handbooks.
- Attends Governing Board meetings and prepares such reports as requested by the superintendent.
- Responsible for administering, directing and coordinating all aspects of assigned areas.
- Provide strategic direction in training, hiring and evaluating employees of the district as assigned.
- Responsible for assisting superintendent in all areas of district needs as requested.
- Work with principals and directors on department needs, policy development and procedures.
- Provides ongoing effective communication with district and outside agencies.
- Performs such other tasks and assumes such other responsibilities as the superintendent may assign.

PHYSICAL REQUIREMENTS: Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision as to read handwritten or typed materials and the ability to adjust focus. Jobs are Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. The position requires the individual to meet multiple demands from several people and interact with public and staff.

Noise Level: The noise level in the work environment is moderate.

TERMS OF EMPLOYMENT:

Twelve months per year. Salary, work year and benefits to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____