

DIRECTOR OF HUMAN RESOURCES

TITLE: Director of Human Resources

REPORTS TO: Administrative Services, Senior Director

SUPERVISES: Associate Directors of Human Resources and support staff

JOB FUNCTION: Provides leadership, general oversight and direct supervision and direction to management of the district's Human Resources programs and activities including employment, compensation, employee relations, training, evaluations and assistance for the benefit of schools and employees.

DUTIES AND RESPONSIBILITIES:

- Oversees and coordinates the employment procedures for all district employees.
- Oversees the administration of programs for alternative certification and cooperative endorsement programs with universities and colleges.
- Oversees the administration of the program for volunteer criminal records checks.
- Oversees and administers the administrative/supervisory staffing procedures and records.
- Oversees the implementation of the classified and certified evaluation process, appeals, as well as progressive discipline and correction action process.
- Provides for the general administration of all personnel policies, procedures, and records.
- Maintains current issues of the Employee Handbooks (Certified and Classified), Confidentiality Handbook and Staff Code of Conduct Handbook for distribution to employees and/or hiring managers.
- Provides for general administration of the substitute program.
- Participates in the administration, monitoring, and reporting requirements of the Affirmative Action Plan.
- Prepares and administers the department's budget and work plan.
- Coordinates compliance with the administration of the Certification/Accreditation Regulations of the Kentucky Department of Education.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Administers an evaluation and training program for certified and classified personnel.
- Serves as liaison with the Kentucky Department of Education and administers the local function of the Kentucky Beginning Teacher Internship Program, including training, team assignment, communication link between committees and the State Department; monitors individual files, collection of Resource Teacher payment from the State and submission of records to the Division of Teacher Education and Certification.
- Oversees, coordinates and reports to out to supervisor regarding Aspiring Leadership Program for certified personnel and Aspiring Leadership Program for classified personnel.
- Oversees and reports to the superintendent and Senior Director as needed regarding the partnerships with teacher training institutions that use Fayette County Public Schools to promote in class assignments for prospective teachers (e.g. field placement, practicum, student teaching). Coordinates paperwork and records for field assignments and communicates same to all teachers, principals, and teaching institutions.
- Works closely with the Staff Attorney on personnel matters of classified and certified personnel.
- Prepares and responds to EEO request for information as necessary.
- Prepares and responds to Open Record requests as necessary.
- Informs and advises the Senior Director and Superintendent on matters relating to the above duties and responsibilities and to other elements of the job assignment.
- Maintains regular attendance.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- BA in administration, educational leadership, or related fields
- MA (preferred)
- At least five (5) years of successful field experience in Human Resources, or related field
- Five (5) years prior administrative/supervisory experience
- Educational Leadership (preferred)

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KNOWLEDGE AND ABILITIES:

- Broad general successful experience in human resources management
- Broad knowledge on employment, organizational planning, employee relations, employee assistance training programs and employee training
- Broad experience working with various departments in the organization, such as, instruction, principals, operational departments, technology, financial services, budget/staffing and legal
- Demonstrated ability and experience leading Human Resources department
- Demonstrated ability to supervise employees
- Knowledge of practices and regulations guiding the employment process and employment law
- Excellent communication and mediation skills
- Ability to deal with public relations problems courteously and tactfully

LICENSES AND OTHER REQUIREMENTS:

- Professional in Human Resources or Senior Professional Human Resources certification (preferred)

Original Date: _____

Revision Date: 01/1995

Revision Date: 02/2001

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: 05/2013

Revision Date: 05/2015