



## Executive Director of Human Resources

**FLSA Status:**

Exempt, Administrative

**Qualifications:**

Doctorate preferred  
MA required in job related area

**Certification and Licenses:**

Missouri Administrator Certificate (or ability to obtain)

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Salary Schedule:**

Administrator Schedule

**Experience:**

Job related experience in educational field of Human Resources with increasing levels of responsibility

### Reports to

Deputy Superintendent of Schools

### Terms of Employment

12 month employee, with benefits according to Board policy

### Purpose Statement

The job of Executive Director of Human Resources is done for the purpose/s of managing the overall delivery of the human resources programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the leadership team.

### Essential Job Functions

- Administers a wide variety of complex federal, state, and local compliance and labor codes/regulations (e.g. worker compensation, unemployment regulations, FMLA, ADA, etc.) for the purpose of ensuring compliance with all regulatory requirements.
- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components, creating long and short-term plans, and addressing organizational objectives.
- Compiles data from internal and external sources (e.g. for due process and formal grievance meetings, program elimination decisions, cabinet discussions, etc.) for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Develops and monitors budgets for the purpose of developing district personnel.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintain services and/or programs.
- Development and management of the employee evaluation process.

- Develops staffing and compensation models for the purpose of meeting district staffing requirements while complying with regulatory requirements.
- Manages human resources programs and related departments for the purpose of achieving organizational objectives while complying with established requirements.
- Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established district initiatives.
- Negotiates contracts and agreements (e.g. bargaining groups, employee interest groups, etc.) for the purpose of achieving outcomes consistent with the district's long and short range goals.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. labor relations, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Presents information on a wide variety of topics (e.g. Board meetings, building staff meetings, district sessions, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Recruits candidates for classified and certificated job opening (e.g. market district as a prospective employer, etc.) for the purpose of filling vacant positions within the district.
- Researches a wide variety of topics related to employment and labor law for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.
- Supports the superintendent, Board of Education and department administrators for the purpose of developing and implementing human resource services and programs and achieving operational goals.
- Abides by Missouri statutes, school board policies and regulations.
- Handles grievances and serves as the compliance officer for the district.

### **Other Job Functions**

- Supports district/school decisions in a positive manner with the public and staff.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the workplace.
- Reads, analyzes, and interprets professional journals, state data, state standards, board policy, administrative procedures and forms, and governmental regulations and guidance.
- Maintains strict confidentiality.
- Adheres to good safety practices.
- Adheres to all district rules, regulations and policies.
- All other duties as required or assigned.
- Ability to work to implement the vision and mission of the district.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: negotiating skills, communication skills, time management skills, project planning skills, developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: strategic planning processes, district personnel policy, state certification process, accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws; human resource processes and procedures; education code; theory of collective bargaining and contract administration; and compensation theory.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality, meeting deadlines and schedules; providing direction and leadership; and setting priorities.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing.

### **Conditions and Environment**

The individual who holds this position will regularly work in a generally clean and healthy environment.