



Manchester School District – SAU #37

20 Hecker Street, Manchester, NH 03102

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Director of Human Resources

- **Position Type:**
Administration - Non-Certified/Director
- **Date Posted:**
3/21/2019
- **Location:**
Administration Building
- **Date Available:**
04/22/2019
- **Application Deadline:**
Until Filled

[See Attachment for full Job Description](#)

Director of Human Resources

Core Function: The HR Director is responsible for managing all functions of the Human Resources Department, including: employee relations, labor relations, benefits, recruitment and selection, classification, and salary administration, safety, training and fair employment, ensure compliance with Americans with Disabilities Act (ADA) and Title IX; and to work with unions to ensure proper execution of collective bargaining agreements.

Minimum Qualifications and Requirements:

Bachelor's Degree in Personnel Administration/Labor Relations or related field.

Minimum of seven (7) years successful, progressive experience in human resources or comparable experience (educational experience preferred)

Understanding of compliance law, collective bargaining, and labor relations

Demonstrates capabilities in planning, organization, human relations, communications, and knowledge of labor laws.

Specific PHR/SPHR Certification preferred.

APPLICATION PROCEDURE: The Manchester School District uses the Applicant Tracking on-line application process. Please visit our website at www.mansd.org; under Quick Links select Employment Opportunities. Upload resume, cover letter, transcripts, and 3 signed letters of reference written within 12 months of application.

Manchester School District, SAU #37 Job Description

Position Title: Director, Human Resources
Salary Grade / Range: * ~~\$84,820-89,820~~.
Reports To: Business Administrator
Date Last Revised: *March 2019
Approved By: Superintendent of Schools
Incumbent:

Exempt: Yes
Non-Exempt: No
Salaried: Yes
Hourly: No
Work-Year: *229 Days
Unit Affiliation: Non-affiliated

Minimum Qualifications and Requirements:

- Bachelor's Degree in Personnel Administration/Labor Relations or related field.
- Minimum of seven (7) years successful, progressive experience in human resources or comparable experience (educational experience preferred)
- Understanding of compliance law, collective bargaining, and labor relations
- Demonstrates capabilities in planning, organization, human relations, communications, and knowledge of labor laws.
- *PHR/SPHR Certification preferred.

Specific Core Function:

HR Director is responsible for managing all functions of the Human Resources Department, including: employee relations, labor relations, benefits, recruitment and selection, classification and salary administration, safety, training and fair employment, ensure compliance with Americans with Disabilities Act (ADA) and Title IX; and to work with unions to ensure proper execution of collective bargaining agreements.

Responsibilities of the Position:

- Assumes overall responsibility for the efficient administration of Human Resources and benefits functions.
- Plans, develops and revises Human Resources management policies in accordance with state legislation for submission to the Superintendent of Schools for adoption.
- Provides the necessary research for successful wage, salary, benefits and evaluation administration.
- Manages employee discipline and counseling; handles employee and labor relation issues.
- Provides communications about contracts and salaries to employees.
- Maintains up-to-date descriptions for all employee classifications.
- Oversees recruitment and screening of employees and arranging of interviews; serves on selected screening committees; direct posting of vacancies internally and, as needed, authorizes advertisements.
- Checks certifiable status of teacher certificates; HQT status.
- Screens and hires substitute teachers.
- Participates in recruiting consortiums.
- Insures personnel are properly certified/licensed and meet all other requirements for hiring in the District; directs administrative staff in Alternative Plans for Certification.
- Maintains a District-wide monitoring process of all positions and costs by budget code.
- Deals directly with employees on issues such as certification, personal days, course reimbursement, professional development and other employee benefits according to contractual agreements.

- Reviews and advises on employee-related matters such as evaluation, personnel policies and procedures and benefits.
- Insures adequate documentation concerning matters possibly resulting in termination.
- Facilitates planning and implementation of new teacher orientation.
- Conducts wage and benefits surveys and studies to determine competitive levels and cost effectiveness.
- Serves as the District's Title IX officer.
- Confers with Building Administrators and Directors to determine staffing needs and recommends to the Superintendent established guidelines outlining the number and types of staff that a school or department may hire.
- Coordinates personnel assignments, transfers and issuing of contracts with the Assistant Superintendents and Business Administrator.
- Monitors workers' compensation claims and arranges training for high-risk areas.
- Participates in employee councils or advisory groups, as required.
- Prepares the Human Resources budget with the Business Administrator, including salaries, professional day, tuition reimbursement, and substitute costs.
- Attends workshops, seminars, and professional development courses related to the duties of the position.
- Maintains current knowledge of legislation, arbitration decisions and collective bargaining contracts to assess current trends affecting employment.
- Address any other tasks as may be assigned by the Superintendent of Schools.

Supervisory Responsibilities – Required Special Qualifications:

Manages Human Resources Department employees, as well as other employees within the scope of the position, and as dictated by the responsibilities of the position.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Specified Length/Hours of Position:

- *This is a non-affiliated 229-day salaried position.

Evaluation:

- Evaluation of this position shall be by the Business Administrator.

My signature below indicates that I have read and understand the contents of this Job Description.

Signature

Date