

Manchester School District, SAU #37 Job Description

Position Title: Director, Human Resources
Salary Grade / Range: \$88,421.13 - \$93,421.13
Reports To: Assistant Superintendent / Operations
Date Last Revised: September 2021
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 investigations; 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 investigator
- 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