

Job Description

Job Title: Director of Human Resources
Position Code:
Job Classification: Exempt

Supervisor: Superintendent
Pay Grade: 49
Contract Length: 245 Days

Job Summary

Position is responsible for developing, implementing, and maintaining a human resources program to include employment processes, employee counseling, development and professional growth, benefits, compensation, performance management, internal employee communication, and regulatory compliance.

Essential Duties

1. Administers employment policy, procedures, and recruitment programs to ensure proper staffing of open positions with the best qualified full-time, part-time, and substitute personnel and the attainment of required levels of highly-qualified staff.
2. Develops, implements, and coordinates employee relations programs ensuring that positive, open communications between management and employees exist to include new employee orientation, employee opinion surveys and internal communication publications.
3. Administers an up-to-date evaluation and classification program for positions in the division, to include maintaining current job descriptions.
4. Administers the compensation plan in accordance with policy and within budgetary guidelines and conducts periodic market surveys to ensure that the compensation plan is competitive.
5. Administers the employee benefits program including internal communications, proper enrollment of employees, and ongoing external reviews of the total benefit program to ensure a competitive posture.
6. Develops, identifies, and recommends new human resources policies and changes, as needed to comply with changes in federal and state statutes, and as they affect employee morale, productivity, and retention.
7. Manages employee grievances and discharge recommendations to the proper resolution, coordinates, and recommends involvement of legal counsel as necessary with regard to state and federal statutes governing employee/management relationships and the handling and resolution of claims.
8. Administers the human resources information system (HRIS) to readily provide employee data to management for purposes of planning and monitoring including full implementation of the position control and employee self-service systems.
9. Administers training and development initiatives related to Human Resources policies/programs and leadership development.
10. Ensures that performance assessments are completed for employees in accordance with policy.
11. Conducts research and comparative studies of best practices in human resources practices in other school systems and industry.
12. Administers Human Resources and Worker's Compensation departmental budgets and participates in development of overall school division budget.
13. Interprets policies and provides consultation and assistance in human resources matters to management and employees.
14. Identifies legal requirements and government reporting regulations affecting the human resources function and directs the preparation of information required for compliance.
15. Leads selection process for filling of vacancies in key leadership positions.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge of developments and research in the profession.
2. Performs any other related duties as assigned by the Superintendent.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Master’s degree from an accredited college/university or Bachelor’s degree in human resources management, public administration, business administration or a related field required. HR Certification(s) are preferred. Five or more years of human resource or school division executive leadership experience required. Knowledge of human resource management and related laws and policies required. Demonstrated ability to advise management and employees on resolution of human resources issues, using conflict management, interpersonal and teambuilding skills required. Experience employee hiring, supervising professional staff, managing budgets and transforming human resource data into management information required

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Human Resources Staff

Supervision Received: Superintendent

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Human Resources will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 06/2021 CR

