**Executive Director of Human Resources**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Chief Innovation Officer

**Dept/Campus:** Central Office **Paygrade:** P-7

**Wage/Hour Status:** Exempt **Date Revised:** July 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Responsible for the implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, performance appraisals, employee relations and recruitment. Ensure district compliance with state certification and licensing requirements. Communicate frequently with applicants, employees, administrators, and outside agencies.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s Degree in Business, Education, Human Resources, or related field.

Preferred Master’s Degree

**Special Knowledge/Skills:**

Knowledge of personnel practices, hiring procedures, etc.

Ability to implement certification rules and procedures

Ability to use personal computer and software to develop spreadsheets, databases, perform word processing

Ability to implement policy and procedures

Ability to analyze and interpret data and statistics

Effective communication and interpersonal skills

Basic math skills

Patient and calm demeanor

**Experience:**

Five or more years’ experience in a fast-paced human resources department, preferably in an educational setting

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Manage the district’s application system (system set-up, user rights, system forms and notifications).
2. Develop and implement a screening and selection process to ensure the hiring of quality personnel.
3. Assist campuses and departments in the interviewing and hiring process.
4. Receive and process recommendations for hire from Principals and Supervisors; including performing reference checks, verifying teacher certification with SBEC, verifying past employment, and extending the initial job offers.
5. Work collaboratively with HR Compensation and Position Control Specialist on staffing positions and to calculate salary payments for new hires, transfers, and terminations. Submit calculations to the Chief Innovation Officer for final approval, as needed. Distribute annual compensation letters to employees.
6. Responsible for initiating action and documenting personnel changes, such as transfers, salary increases/decreases, and terminations on personnel change form in a timely manner.
7. Initiate and approve job postings and advertisements.
8. Assist in annual budgetary process and adhere to budgetary guidelines when establishing salaries and wages.
9. Prepare personnel recommendations for contracted positions and submit for Board approval.
10. Audit and maintain certification/licensing of certified or licensed professionals, paraprofessionals, and auxiliary employees.
11. Process teacher applications and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
12. Assist principals in assignment of teachers according to SBEC assignment criteria.
13. Oversee SBEC permit applications and monitor permit status.
14. Track certification, testing, and permit status and communicate with employees to ensure completion of certification requirements within established timelines.
15. Responsible for developing and implementing an effective recruitment and retention plan and strategies for the district.
16. Responsible for planning and implementation of the TISD annual job fair.
17. Responsible for coordinating college recruitment fairs and securing recruiters for the events or attending on behalf of the district.
18. Responsible for coordination of New Employee Orientation training/sessions.
19. Assist with maintaining and developing accurate job descriptions for all district positions.
20. Assist with ensuring that all district employees are appraised annually with the appropriate appraisal instruments.
21. Assist supervisors in correct appraisal processes and forms.
22. Responsible for employee relations and disciplinary procedures (issues, directives, discipline and grievances).
23. Assist in development of forms, processes and procedures to ensure the smooth operation of the HR department.
24. Attend workshops, seminars as necessary to remain informed on HR guidelines, leave policies, SBEC regulations, EEOC requirements, etc.
25. Conduct/oversee investigations of alleged employee misconduct.
26. Administer employment contracts and annual contract renewals.
27. Plan, direct and coordinate employee benefit programs.
28. Oversee placements of student teachers.
29. Serve as the district Title IX Coordinator.
30. Maintain strict confidentiality of information.
31. Attend board meetings and make professional presentations as needed.
32. Be prepared to take initiative and work independently to accomplish the goals and needs of the Human Resources department and the Human Resources needs of the district.
33. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
34. Participate in professional development activities to maintain current knowledge of human resources rules, regulations, and practices. Provide professional development to district personnel to improve human resources activities and functions.

**EQUIPMENT USED:**

Computer, scanner, printer, calculator, fax machine, copier, multi-line telephone system and other modern office equipment.

**WORKING CONDITIONS:**

**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 accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate (verbally and written); maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties may also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Ability to work with frequent interruptions. Occasional district-wide and statewide travel;

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date