

QUALIFICATIONS:

The Director of Human Resources shall hold or be eligible to hold a Colorado Type D Administrative license.

He/she shall hold at least a Bachelor's Degree in education or in a related field of Human Resources.

Administrative experience at district or school level preferred.

TERM OF EMPLOYMENT:

Annually as approved by the Board of Education.

ESSENTIAL FUNCTIONS:

Manages and directs full range of human resources functions and provides support for the educational process by functioning as the chief personnel officer for the District, including the following general areas of responsibility: Recruitment and selection of staff; classification and compensation systems; benefits administration; acts as a resource to District personnel in any personnel issue; acts as representative of the District in various community groups and forums and consortiums; serves as a member of the District Leadership Team.

DUTIES AND RESPONSIBILITIES:

- Assist in the implementation of Board of Education policies related to general operation of the district and its personnel.
- Collaborate with the Superintendent of Schools, and other administrators in the determination of needs for full time equivalency positions, job descriptions and relevant qualifications.
- Oversees the hiring process to insure use of proper hiring procedures for both licensed and classified positions. Also develops applications forms and procedures.
- Oversee the licensing, evaluation, retirement and termination processes and relevant revisions.
- Make recommendations to the Superintendent on hiring, transfers, terminations, etc.

- Maintain knowledge and access to State and Federal laws, their provisions and their relationship to public school education, instructional, ancillary and support personnel.
- Coordinates and/or facilitates the effective implementation of District processes for grievances, PERA reporting, individual employee insurance coverage, all types of leave, workers' compensation, unemployment, and will serve as head of the District's Employee Insurance Committee.
- Prepares all local, state, and federal reports, as may be required.
- Communicate effectively with personnel and community. Acts as resource for and liaison with all district administrators and other employees on personnel matters.
- Provide supervision and coordination of efforts for district wellness.
- Assist in provision of research-based professional development for veteran staff as well as induction/mentoring programs for beginners.
- Maintain professional competence and growth through participation in district provided and self-selected staff development opportunities.
- Perform such other tasks and responsibilities as may be needed for the efficient administration of the district's instructional program or assigned by the Superintendent.

SKILLS AND KNOWLEDGE:

- Good written and oral English language communication skills
- Administrative and leadership skills, including planning, organizing and utilizing resources.
- Proficient in establishing procedures for effectively and efficiently implement policies and budgets.
- Ability to establish and monitor personnel evaluation and professional growth plans.
- Understands employment law, personnel administration, litigation and due process.
- Ability to apply and utilize technology as appropriate to the above listed responsibilities.

SALARY: Determined by placement on salary schedule as approved by the Board of Education

RESPONSIBLE TO: Superintendent of Schools

EVALUATION: As specified in Policy GCOC and appropriate rules and procedures.

ADOPTED: May 2007
December 2007