

**SOUTH BURINGTON SCHOOL DISTRICT**  
**Position Description**

**Position Title:** Human Resources Director  
**Department:** Human Resources  
**Reports To:** Superintendent of Schools

**Position Summary:** To plan, coordinate, and supervise the operation of the personnel services in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual child.

**Essential Duties and Responsibilities:** *(Other duties may be assigned)*

Administration

- Contract management for all employee groups.
- Monitoring needs of various employee classifications.
- Certifies classifications and salaries to the business department.
- Evaluates current personnel policies, procedures, and operational practices while balancing organizational interests and employee needs. May either: eliminate, modify, develop or implement changes to policies, procedures and operational practices.
- Initiates, communicates and manages changes in personnel practices that help create efficiencies, ensure compliance, improve communication, and increase service to the district.
- Confers with administrative personnel to determine needs for employees of various classifications.
- Develops systems for employee personnel records, in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment.
- Develops and updates appropriate forms for use in Human Resource administration.
- Supports the Superintendent in overall administrative efforts; interprets the Superintendent's ideas and decisions to staff and public; keeps him/her informed of pertinent developments and events; and seeks his/her counsel or decision as necessary.
- Serves as grievance officer for personnel related policies and regulations.
- Posts all district personnel notices of vacancies in accordance with Board policies and contract requirements.

- Coordinates and assists in employee contract negotiations.
- Attends and participates in school and board meetings, as necessary, to actively improve communication, cooperation, and planning.
- Reports periodically to the Superintendent the issues, concerns, conditions, and needs of the Human Resource office.
- Responds to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the district's Human Resource program.
- Serves as a resource to district personnel on matters not clearly covered by regulation, policy, or legislation.
- Engages in actively advocating, promoting, and securing the rights of all persons, with particular reference to the educational enterprise of which he/she is a part.
- Oversees, evaluates, supervises and/or directs the work of staff members who perform duties related to the Human Resource Department.

#### Regulatory Compliance

- Provides necessary research for successful wage and salary administration.
- Stays abreast of best practices in the field.
- Assures compliance with various federal and state labor laws, regulations and postings.
- Assures compliance with Board of Education policies and regulations.
- Plans, develops, and revises personnel management policies in accordance with federal and state laws and regulations for submission to the Board for adoption. Keep employees abreast of policy changes.
- Assists in designing, implementing and monitoring the evaluation system for all staff.
- Responsible for coordinating and overseeing appropriate training/communication in blood borne pathogens, sexual harassment, ACT1 and FMLA; maintains appropriate records related to training and blood borne exposures.
- Organizes reviews, administers and assures compliance with the state criminal history background check mandates. Make recommendations to the Superintendent in regards to continued employment/suitability of employment if a criminal history is discovered.

#### Communication

- Designs job descriptions to effectively communicate job expectations and qualifications to applicants and employees.

- Responsible for communicating personnel policies, procedures and operating practices to employees to assure consistency in administration and compliance.
- Responsible for the development and dissemination of employment application, job postings, advertisements, and job offers which are legally sound. Provides applicants and potential applicants with information necessary to make informed employment decisions.
- Maintains a respectful and effective working relationship with the Association leadership.

### Employment

- Evaluates the credential of newly hired personnel in order to establish the salary recommendation.
- Plans and directs a program for selection and assignment of the best-qualified teachers and personnel.
- Coordinates and oversees the development and updates of job descriptions designed to be an effective tool in recruitment, compliance, and communication.
- Confers with principal/supervisors to determine recruiting needs. Balances district needs with district resources as approved by the voters.
- Oversees the collection, tracking and dissemination of applicant materials.
- Actively participates in efforts designed to attract individuals into the field of education in efforts to expand our pool of qualified applicants.
- Monitors and tracks the licensing status of all certified staff. Assures all licensing requirements are met. Works with the superintendent to requests licensing waivers from the state as appropriate.
- Consults with managers and supervisors to provide support for recruitment, interviewing and selection of candidates, promoting diversity as a criterion for candidate consideration.
- Assures compliance with ADA, EEO, and the Equal Pay Act related to hiring and employment.

### Benefits

- Evaluates current practices and develops a system related to employee leaves, and oversee the tracking and reporting of leaves. Ensure compliance with master agreements.
- Certifies eligibility of employees for the district health plan, dental plan, life insurance plan, cafeteria plan, section 125 plan, income protection plan and other benefits.

- Works with the Board in establishing and maintaining benefits philosophy, goals and objectives.

**Supervisory Responsibilities:** Responsible for the overall direction, coordination, and evaluation of the Human Resource functions.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience:** Bachelors Degree in Business Administration, Human Resources or other appropriate discipline plus 4 to 6 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Experience should include supervisory and management experience.
- **Certifications and Licenses:** Valid Vermont Driver's License preferred.
- **Computer Skills and Experience:** Advanced knowledge and experience with Microsoft Office including Word, Excel, Access and Outlook. Ability to analyze data needs, and create, modify, and update databases and spreadsheets to provide efficient and accurate data.
- **Reasoning Ability/Mental Requirements:** Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Communication & Interpersonal Skills:** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty and staff, administrators, applicants, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, faculty and staff, and outside agencies.

**Terms of Employment:** Twelve months a year

**Compensation:** Salary and benefits to be established by the Superintendent and the Board.

**Evaluation:** Performance of this job will be evaluated by the Superintendent of Schools in accordance with established procedures.

**Revised: 4/11/13 David Young**

**Approved: 4/11/13**

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. The Board of School Directors reserve the right to waive the essential requirements contained in this job description.*