

**Roswell Independent School District
Job Description**

Job Title: DIRECTOR OF HUMAN RESOURCES

Reports To: ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES

General Job Description:

Assist the Assistant Superintendent for Human Resources in all personnel matters and serve in the absence of the Assistant Superintendent for Human Resources.

Essential Duties and Responsibilities:

1. Know State laws, court decisions and other litigation relevant to personnel.
2. Consults with other employees to assure their understanding of, and compliance with, adopted personnel employee policies.
3. Maintains personnel records which are required by State, Federal, District laws and policies.
4. Review/prepare for unemployment hearings.
5. Conducts personnel hearings or represents the District in such hearings, e.g. dismissal reviews, non-renewal of employment, and grievances.
6. Prepares the job description upon creation of a new position and provides periodic review of existing job descriptions.
7. Supervises recruitment, employment, and assignment of substitute teachers.
8. Verifies employment of individuals for purposes of establishing credit or securing employment elsewhere.
9. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
10. Work cooperatively with principals and department heads in all pertinent personnel functions in both certified/licensed and non-certified/licensed areas.
11. Be responsible for the development and supervision of employee contracts and employment letters.
12. Maintain a file on each employee. The personnel record of the school system will comply with all state and federal regulations.
13. Follow, maintain, verify and update all Board of Education policies.
14. Work with the Superintendent and Board of Education in all matters concerning Collective Bargaining.
15. Comply with Title IX, New Mexico Equity Act, and all employment regulations.
16. Assist in interviewing administrative positions and others as appropriate.
17. Oversee District Increments.
18. Oversee security guards; training, monthly meetings, legal issues.
19. Serve as coordinator of internal investigations.
20. Deal with information that is confidential regarding personnel and labor relations issues.
21. Develop the necessary assessments to identify new staff development needs.
22. Demonstrate a willingness to examine and implement change.
23. Work productively with administrators, colleagues, and inductees.
24. Follow board policies and administrative rules and regulations.
25. Demonstrate strong organizational skills.
26. Assist employees with personnel matters as appropriate.
27. Serve as liaison between principals, mentors, and inductees.
28. Communicate both verbally and in writing to administrators at school sites regarding policies and procedures specific to the Induction Program.
29. Ensure principals and other involved staff has a working knowledge of the Induction Program.
30. Communicate with inductees at assigned schools to provide guidance, mentoring, information and changes to policy and procedures.
31. Provide training and guidance to Mentors in the provision of services to Inductees.
32. Become familiar with the District resources that are available to staff members.
33. Attend Mentor/Inductee/Principal meetings when necessary.
34. Review handbooks, evaluation instruments, and documents of the Personnel Office.
35. Serve on district teams and committees.

DIRECTOR OF HUMAN RESOURCES (CONT'D)

36. Engage in professional development activities and continuing education.
37. Attend recruiting events at colleges and universities.
38. Maintain a working file of spring, fall and summer assignments and ascertain compliance with state regulations and local Board of Education policy.
39. Maintain a file of current licensure regulations and supply information concerning licensure to applicants.
40. Verify experience and certification/licensure.
41. Supervise the Field Experience program in cooperation with colleges and universities.
42. Assign, coordinate, and administer student teachers, practicums, internist's observations and educational assistants in career ladder.
43. Supervise registration and in-service training of substitute teachers.
44. Perform other tasks/duties as may be deemed appropriate and necessary by your supervisor.

Additional Duties and Responsibilities:

1. Compile recommendations for re-employment lists.
2. Compile those certified/licensed personnel recommended for re-employment.
3. Prepare re-employment notices for certified/licensed staff.
4. Compile recommendations for re-employment list of administrative personnel.
5. Prepare recommendations for re-employment list for instructional support staff.
6. Prepare and distribute notices of vacancy.
7. Complete background checks on new employees.

Supervisory Responsibilities:

1. Assist with the supervision of Human Resources Department, Athletic/Activities and Security Guards.

Qualifications:

1. Master's degree.
2. Current New Mexico license to practice in School Administration.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Valid Driver's license and Car Insurance.
5. Ability to travel from site to site.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasions.

DIRECTOR OF HUMAN RESOURCES (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date