



DIRECTOR OF EMPLOYMENT SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Human Resources Officer, the position is responsible for directing and facilitating the design, implementation, and delivery of the Division's talent management strategy programs (e.g. recruitment, selection, onboarding, evaluation, succession planning, etc.) and the attainment of related goals for the purposes of furthering the Division's short- and long-term strategic plan.

ESSENTIAL TASKS

(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.)

- Provide vision, leadership and planning to meet the current and future talent management needs of the division.
- Manage the department's efforts to review and maintain a recruitment strategy to attract diverse high-quality educators and non-instructional staff through targeted national, regional, and local outreach efforts.
- Plan and direct the hiring process to include recruitment, selection, assignment, and retention of administrative, professional, classified, and substitute staff.
- Manage the selection and hiring of new administrators and/or transfer of existing administrators.
- Assist in the analysis and development of policies, regulations, and procedures regarding effective human resource management for the division; interpret, implement and enforce personnel policies and procedures.
- Provide technical guidance on personnel policies to administrative staff; ensure compliance with federal, state, and local laws regarding personnel-related matters.
- Counsel with applicants and employees to resolve complaints, difficulties, and other personnel related matters.
- Collaborate with the Director of Employee Relations to ensure consistent hiring practices in the design and administering of interview appraisal systems.
- Plan, direct, supervise, and coordinate the work of assigned staff, complete performance evaluations of assigned staff members.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Assess and monitor workload, internal reporting relationships, and administrative support systems; identify and recommend opportunities for improvement.
- Collaborate with other administrative personnel for the purpose of implementing and/or maintaining services and programs.
- Assist with the preparation and monitoring of the department budget and expenditures, as needed.
- Assist the Chief Human Resources Officer with key departmental projects and activities.
- Attend School Board meetings when necessary.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the philosophy, principles and practices of human resources management including state and federal laws, policies, regulations and procedures relating to the employment of personnel and their rights and privileges as employees; knowledge of human resources processes to include recruitment, staffing, selection, onboarding, compensation and benefits, evaluation, licensure, compliance, retention, succession planning, and human resources information systems;



knowledge of public school systems, organization, and administration; and knowledge of developing key human resources processes for the purpose of increasing operational efficiencies and assuring high level customer service. Must have the ability to present ideas effectively, both orally and in written form; ability to establish and maintain effective working relationships with school officials, associates, employees, outside agencies and the general public; ability to motivate and direct staff and promote shared leadership and professionalism; and the ability to conduct a variety of detailed analytical evaluations and studies to prepare related reports and recommendations. Must be well versed and have the ability to be proactive in all aspects of human resources.

EDUCATION AND EXPERIENCE

Required:

Master's Degree in human resources administration, school administration, or related field.

Preferred:

Experience in human resources talent management, preferably in a school system and at least five (5) total years of successful classroom and school based administrative experience.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, crouching, climbing, and driving. Ability to lift up to 20 pounds occasionally and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: Rev. 6/00, 3/16, 7/20
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