

OREGON CITY SD 62

Director of Human Resources (CE23-002)

JOB POSTING

Job Details

Posting ID

CE23-002

Title

Director of Human Resources

Description

Director of Human Services - Oregon City School District

APPLICATION DEADLINE:

April 8, 2022, 5:00 PM or until filled

POSITION TITLE:

Director of Human Resources

REPORTS TO:

Superintendent

BRIEF DESCRIPTION OF POSITION: The Director of Human Resources has administrative and supervisory responsibility for leading, planning and managing the District's human resources department in accordance with the policies, procedures, and practices of the District and in compliance with all applicable state and federal laws. Areas of responsibility include recruiting, screening, staffing, wage and salary administration, classification and compensation, wellness and benefits management, contract administration, collective bargaining, employee and labor relations, dispute resolution, training and development. Develops and administers Human Resources rules, policies and procedures, and ensures compliance with all applicable state and federal laws and regulations as well as District HR policies. Provides professional and strategic assistance and guide to principals, administrators, supervisors and staff.

QUALIFICATIONS

- Master's Degree in Education.
- A current Oregon Administrator license.
- Five years teaching experience.
- Successful administrative experience.
- pHCLE Certification.
- Oregon City is looking for diverse candidates with diverse backgrounds and lived experiences to add to the ample community of staff and students we serve. Bilingual preferred.
- Excellent interpersonal and communication skills and ability to work cooperatively.
- Ability to maintain integrity of confidential information.
- Skills to appropriately manage personnel and programs, communicate effectively, and problem solve.
- Commitment to equitable and inclusive practices for all staff & students., especially our historically stigmatized and marginalized communities.
- Must be able to interpret and implement school district policy and procedures.
- Knowledgeable in research-based practices around professional development and analyzing data.
- A dedication to continued personal and professional learning and growth towards our staff and community in congruence with the district equity policy.
- Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners.
- Ability to work in a positive manner with staff, parents, and community.

RESPONSIBILITIES

- Plan and direct the development and implementation of human resources processes and procedures that ensure compliance with Board priorities, District educational goals, and State standards.
- Ensure the ongoing evaluation and improvement of the human resources systems and processes, recommending revisions as appropriate.

- Serve as a member of the Superintendent’s cabinet and participate in District wide planning and management.
- Manage all aspects of licensed, classified, administrator and supervisory- technical employee contracts and agreements.
- Coordinate the district’s collective bargaining process and participate as a member of the negotiating team.
- Maintain a collaborative and problem-solving culture with association groups.
- Provide necessary processing for issuance and renewal of state certification, and provide licensure information for state and federal reports.
- Manage district recruit and hire practices.
- Coordinate staff assignments and transfers.
- Maintain accurate records of personnel.
- Assist the Superintendent with the general management of day-to-day human resources functions of K-12 schools.
- Consult with the District’s legal counsel as needed regarding issues related to human resources.
- Coordinate the District’s evaluation process for all district classified and licensed employees.
- Advise and make recommendations regarding plans of assistance, discipline, and termination of employees.
- Contribute to the responsible financial management of K-12 schools by participating in the determination of application of allocation guidelines.
- Ensure the implementation of District-wide goals, priorities, policies, and procedures by coordinating assigned activities with other departments.
- Maintain punctual and regular attendance.
- Cultivate and model a respectful working and learning environment.
- Perform other duties as assigned by the Superintendent.

WORK SCHEDULE:

240 Days

SALARY RANGE:

\$107,435 to \$139,994 DOE/Education

START DATE:

July 1, 2022

APPLICATION REQUIREMENTS:

Cover Letter
 Resume
 3 Current Letters of Recommendation

Shift Type	Probationary	Salary Range	
Salary Code	Annual	Job Category	Administrator
External Job Application	ADMINISTRATOR APPLICATION	Internal Job Application	ADMINISTRATOR APPLICATION
Location	District Office	Posting Status	Active
Minimum Qualifications Screening			

Job Application Timeframes

Internal Start Date	03/11/2022	General Start Date	03/11/2022
Internal End Date	04/08/2022	General End Date	04/08/2022

Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
Default	1	8952	Director of Human Resources

Alternate Job Contact

<i>Name</i>	John Ogden	<i>Title</i>	Director of Human Resources
<i>Location</i>	District Office	<i>Phone</i>	
<i>Email</i>	john.ogden@orecity.k12.or.us		

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>
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