



Parkrose School District #3
10636 N.E. Prescott
Portland OR 97220
503-408-2100

DIRECTOR OF HUMAN RESOURCES

DATE: January 4, 2017
DEPARTMENT: Administration
REPORTS TO: Superintendent
SALARY RANGE: \$108,553 - \$115,482 –
Parkrose pays the employee's 6% PERS contribution
DAYS WORKED: 230

JOB TITLE: DIRECTOR OF HUMAN RESOURCES

SUMMARY OF POSITION:

The Director of Human Resources is responsible for the overall administration, coordination, and evaluation of the Human Resource functions for the district.

DISTRICT EXPECTATIONS:

- Adhere to PSD Board Policy and Procedures.
- Act as a role model within and outside the District.
- Perform duties as workload necessitates.
- Maintain a positive and respectful attitude.
- Communicate regularly with Superintendent and Directors about Human Resource issues.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Seek to diversify our workforce at all levels.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Hiring of all administrative, licensed and non-licensed staff.
- Placement of staff on salary schedules.
- Prepares letters of intent to hire to future employees.
- Prepare and distribute recruiting materials (organize and attend Oregon Teacher Job Fair each year).
- Responsible for all transfers, layoffs and reassignment of staff.
- Serve as a primary liaison and contact person with the district's labor counsel and professional negotiators.
- Manage the performance evaluation process for teaching and classified staff.
- Responsible for maintaining highly qualified teacher and educational assistant staff.
- Responsible for administrative handbook, licensed evaluation handbook, district staff handbook and hiring for equity handbook.
- Responsible for Human Resources Budget.
- Annually review and make recommendations to Superintendent and Board of Education for improvement of Agency's policies, procedures, and practices on personnel matters.
- Maintain knowledge of industry trends, employment legislation (Federal & State)
- Responsible for District compliance with Federal and State legislation pertaining to all personnel matters (OAR's and ORS's).
- Responsible for ODE Staff Assignment, Staff Position Report, EEOC and associated personnel reports.
- Responsible for Oregon Child Support Monthly New Hire Reporting.
- Communicate changes in District personnel policies and procedures and insure proper compliance is followed.
- Assist Cabinet in the annual review, preparation and administration of District wage and salary program.
- Consult with legal counsel as appropriate, and/or as directed by Superintendent on personnel matters.
- Work directly with department managers to assist them in carrying out their responsibilities on personnel matters.
- Recommend, evaluate and participate in Staff Development.
- Develop and maintain a human resources system that meets District personnel information needs.
- Facilitate all FMLA/OFLA in the District
- Facilitate Workman's Compensation claims in cooperation with the Business Office
- Resolve all ADA issues as they relate to district employees.
- Knowledge of processing for issuance and renewal of state licenses.
- Maintain the Infinite Visions HR staff information system
- Assume key role in contract negotiations – prepare all documents for bargaining
- Member of the Equity Team facilitated by the Superintendent
- Participate on committees and special projects

- Cooperate with college and university schools of education and with career guidance offices regarding applicants and the placement of student teacher.
- Resolve all volunteer application issues that arise from a volunteer's past criminal record.
- Plan new employee orientation activities including mandatory training, i.e. blood borne pathogen, sexual harassment, etc.
- Responsible for all certified and classified tuition reimbursement
- Attend all Board Meeting and Board Work sessions and those mandatory per the Superintendent

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE / SKILLS:

- General knowledge of the principles and practices of personnel administration and management.
- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to apply and adapt practices and techniques to the special requirements of organization.
- Ability to establish and maintain effective relationships with other management staff, employees, and the general public.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to understand assessment and evaluation practices – train new staff at all levels

LANGUAGE SKILLS:

- Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups and Board of Education.
- Ability to use email appropriately.

SOFTWARE REQUIREMENTS:

- Advanced Microsoft Office Skills (Excel, Word, Power Point, Access)
- Infinite Visions HR System
- iPad user

TRAVEL REQUIREMENTS:

The Human Resource Director can be required to take extended business related travel.

EDUCATION:

College Degree (AA and higher)

Five (5) years of Administrative experience required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Requires prolonged sitting or standing – 6-8 hours a day
- Occasional stooping, bending and reaching – approximately 1 hour a day
- Talking/hearing conversations – 8 hours a day
- Near visual acuity/depth perception – 8 hours a day
- Communicate with students, staff, and public – 8 hours a day
- Use of computer and iPad – 8 hours a day
- Travel when required

NOTE:

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

EMPLOYEE STATMENT:

I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the District prior to actually beginning work.

I have read and understand this job description.

Employee Signature

Date

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

APPLICATION PROCEDURE: *In order for your application file to be complete, you must submit the documents listed below onto TalentEd at the website link below. We do not accept hard copy applications.*

<https://parkrose.cloud.talentedk12.com/hire>

Letter of Introduction

Completed TalentEd application

Resume

Transcripts

Three (3) current letters of recommendation

Statement of your philosophy of Education – give examples of actions you would put in place to support your philosophy

APPLICATION DEADLINE: JANUARY 25, 2016 AT 4PM

Equal Opportunity Employer - Applicants with culturally diverse backgrounds are strongly encouraged to apply.