



Executive Director of Human Resources

Starting Date: As Soon As Possible

Brief Job Description:

The executive director of human resources is responsible for the oversight and leadership of the human resources department. The executive director will provide leadership related to the operations of human resources duties to include the management of: the human resource department, labor relations, enrollment projections, and staffing. This person is also the district's compliance officer, Title IX officer, and affirmative action officer. Additional duties will likely include supervision of the Transportation Department and other duties as assigned.

Essential Job Functions:

- Provide direction for the human resources department within the Centralia School District
- Plan and coordinate all Centralia human resources programs and services
- Keep the Centralia School District superintendent informed of human resources issues and report to the Board, as directed
- Facilitate posting, screening, and interviews for administrative positions
- Provide oversight and support for all staff hiring
- Demonstrate knowledge and skill in staff supervision and evaluation, staff development, and human relations
- Responsible for the district Affirmative Action Plan
- Develop and implement in-service activities for certified and classified staff
- Demonstrate a working knowledge of school apportionment
- Demonstrate effectiveness as a district leader and manager
- Give evidence of high, sincere interest in pupils, employees, patrons, and subjects taught in school
- Consistently apply board policies and administrative regulations, laws, contracts, and budget/financial accountability applicable to staff, students, and parents. Assess staffing needs and make necessary recommendations to meet district needs
- Recommend employment and assignment for all staff members assigned to the school or program, following personnel guidelines and specific job assignments
- Supervise staff, and evaluate individuals' performances based on adopted criteria and standards
- Make direct observations and provide specific feedback to the staff to encourage continuing improvement in performance
- Establish an environment of trust
- Maintain appropriate administrative credentials.
- Hold membership in professional organizations; participate and teach in workshops and seminars, when possible

Mark Davalos
Superintendent

Steve Warren, Executive
Director of Human Resources

Kate Pothier, Executive
Director of Special Education

Kristy Vetter, Executive
Director of Teaching & Learning

David Eacker, Director
of State & Federal Programs

Administration Office • P.O. Box 610, Centralia, WA 98531-0610 • Phone 360-330-7600 • Fax 360-330-7604 • www.centralia.k12.wa.us

Centralia School District #401 complies with all federal and state rules and regulations and does not discriminate on the basis of gender, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RW28.A640 Officer, Steve Warren, Executive Director of Human Resources, Section 504 Coordinator, Kate Pothier, Executive Director of Special Education 2320 Borst Avenue, Post Office Box 610, Centralia, WA 98531-0610, (360) 330-7600.

- Serve as a member of the district's management team. Communicate and cooperate with other administrative staff to achieve district goals
- Performs other duties as assigned by the Superintendent

Required Qualifications:

- Master's Degree or a BA in Human Resources
- Successful experience in school administration or human resources management
- Leadership experience related to human resources
- Working knowledge of rules, regulations, and laws dealing with Human Resources procedures and practices
- Successful experience in personnel and contract management

Preferred Qualifications:

- A demonstrated ability to provide energetic, positive, and creative leadership to implement change
- A willingness to live within Centralia School District boundaries
- Appropriate and valid Washington State Administrative Credential and certification
- Minimum of five years prior successful teaching or equivalent classroom/program experience
- Demonstrated successful leadership and management qualities
- Certificate in Human Resources

Supervisor: Superintendent

Work Year: A 260 day work year plus 9 additional work days available – July 1 through June 30

Salary Schedule Range: \$105,267 to \$113,943

Closing Date: Open until filled – For best consideration apply by July 9, 2018 The district reserves the right to consider all interested candidates until the position is filled.

Interviews Scheduled For: July 16, 2018

A completed application file must include:

- District Application
- Letter of interest addressing the selection criteria, including a brief statement on the candidate's leadership and management styles.
- Resume/vita to include personal history, education, experience and references
- Four to five (4-5) letters of recommendation

Application Procedures: To request materials please email Deborah Carey at dcarey@centralia.wednet.edu

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