

ROLE DESCRIPTION

POSITION TITLE:	Director of Human Resources
WORK LOCATION:	Superintendent's Office
REPORTS TO:	Superintendent/Chief Educational Officer
DIRECT REPORTS:	Human Resources Assistant and Coordinator

Primary Job Responsibilities:

- Oversee the daily workflow of the HR department
- Partners with the leadership team to understand and execute the District's human resource operations and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning
- Prepare annual ACA Reporting
- Maintain database of certified professional staff in Department of Education site
- Create contracts for professional staff
- Receive, review and process requests for transfers in accordance with transfer regulations and the needs of the District for professional staff
- Process stipends and special assignments for co-curricular activities for professional staff
- Manage leave of absence requests for employees including FMLA, unpaid leave, bereavement leave and other types of leave
- Oversee salary track increases for professional staff – collect letters of intent and transcripts, prepare new contracts
- Process disability and life insurance claims
- Create and update job descriptions for all staff as needed
- Partner with Administration and Union Representatives for Contract Negotiations and other related matters
- Calculate annual retirement incentives
- Oversee Compliance Training including, but not limited to Harassment/Bullying training
- Conduct workplace Investigations
- Handle discipline and termination of employees in accordance with district policy
- Complete EEOC-5 Reports – every two years
- Complete NHASP reporting
- Billing and Reconciliation– Health Trust, LTD, Life Insurance
- Coordinate Wellness Initiatives throughout the district
- Design and implement HR forms and policies

- Implement and maintain paperless environment utilizing Infinite Visions/Employee Portal including:
 - ❖ Contracts for professional and support staff
 - ❖ Leave requests/Employee Portal
 - ❖ W-2 update/Employee Portal
 - ❖ Address and name changes/Employee Portal
 - ❖ Direct deposit/Employee Portal
 - ❖ AESOP
 - ❖ Oversee the employee portal-add/delete content
- RIF Spreadsheets – due November 1st to MTA President
- Regulatory Compliance
 - ❖ Federal and State laws
 - ❖ Youth employment
 - ❖ Fair Labor Standards Act
 - ❖ HIPPA
 - ❖ I-9
 - ❖ A-12 Reports
- Coordinate annual Employee and Retiree Open Enrollment with HR Coordinator
- Counsel employees to help resolve complaints or difficulties related to salary, benefits, workers compensation claims and other complex HR related matters as needed
- Other duties as assigned

Minimum Requirements:

- Bachelor's degree in Human Resources or Business required (Master's preferred) and a minimum of four years relevant work experience
- Knowledge of state and federal compliance
- Proficient with Microsoft Suite products, including Word and Excel
- Ability to accurately maintain records
- Maintain a high level of confidentiality