



PURPOSE:

- The Human Resources Director provides oversight, direction and guidance for the Personnel needs of School District 9.

REPORTS TO:

- Superintendent

QUALIFICATIONS:

- Hold or be eligible for current Oregon Administrative License

ESSENTIAL DUTIES & RESPONSIBILITIES

- Determine the personnel needs in cooperation with district administration and principals.
- Plan, organize and coordinate a program of personnel recruitment and selection.
- Recommend personnel appointments to the Superintendent and Board of Directors.
- Coordinate with principals and supervisors in the assignment and transfer of staff.
- Assemble and maintain all personnel records.
- Participate in collective bargaining as directed by the Superintendent and School Board.
- Plan and direct as needed, research involving personnel policies.
- Recommend and develop district wide policies and practices related to personnel management and engages in:
 - Contract administration
 - Position classification and compensation
 - Writing and determination of job descriptions
 - Employee evaluation and performance ratings
 - Employee background and drug testing
 - Determination and coordination of FMLA/OFLA leaves
 - Conducting investigations
 - Letters of reprimand, discipline, or plan of assistance
 - Licensing compliance with Teacher Standards and Practices Commission (TSPC)
 - Employee grievances, complaints and assistance
 - Student teacher placements
 - Coaching support for principals and supervisors
 - Develop and maintain employee staff handbook
 - Establish and maintain job descriptions for all staff.
 - Serve on committees and fulfill other assignments delegated by superintendent.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Occasional stooping, bending and reaching.
- Requires some travel.

Rate of Pay:

According to Salary Schedule