

School Administration**Central Administration and Supervisory Personnel****Director of Human Resources – Job Description**

Title: Director of Human Resources

Qualifications: Valid certification as required by the Wisconsin Department of Public Instruction. Such qualifications as shall be required by the Superintendent and/or the Board of Education.

Reports To: Superintendent of Schools

Job Objectives: To provide leadership, coordination, and management for all aspects of the District's personnel functions, including planning, budgeting, employment, evaluation, salary administration, base wage negotiations, and handbook administration to ensure that quality services are provided to the Watertown Unified School District.

Performance Responsibilities:

- A. **Provides Leadership**
1. Provides leadership in the identification, development, and implementation of district goals.
 2. Provides leadership in the identification, development, and implementation of department goals.
 3. Serves as a contributing member of the administrative team and on assigned committees.
 4. Attends school board and committee meetings, serves as a resource person, assists with presentation of information and or recommendations, and is prepared to field and discuss questions consistent with agenda items representing the area of responsibility.
 5. Recommends Board Policies related to areas of responsibility and cooperatively develops administrative guidelines as needed.
 6. Maintains a high level of integrity, is fair, and acts in an ethical manner.
- B. **Maintains Personal Professional Growth**
1. Maintains personal professional growth through graduate work, professional organizations, seminars, and/or reading related professional literature.
 2. Maintains current knowledge with all appropriate school laws pertaining to area of responsibility.
 3. Maintains current knowledge of technology and systems related to job responsibilities.
- C. **Establishes and Maintains Job Descriptions**
1. Establishes job descriptions for staff to comply with all federal and state laws/regulations.
 2. Creates and implements a timetable for the writing and revision of job descriptions which includes input from incumbents and supervisors.
- D. **Projecting Staff Needs and Assignments**
1. Projects staff needs after considering enrollments, changes of programs, changes in facility

- needs, budgeting implications and other input from staff, the Board, administrators, and supervisors.
2. Determines assignments based on staff needs, attrition, or expansion.
 3. Monitors certification requirements and license renewal processes.
 4. Issuance of contracts and working agreements to staff.
 5. Maintenance of employee personnel files.
- E. Organizes and Implements Selection Processes
1. Posts, advertises, and coordinates recruitment activities with particular attention to state and federal statutes, and Board policies for all employees.
 2. Oversees planning, directing, supervising, assigning, and evaluating of the school's recruitment and retention activities, including applicant interviewing, determination of applicant qualifications, maintenance of job descriptions, establishment and maintenance of qualified candidate pool, employee relations, employee benefits, employee physicals, conducting background investigations and reference checks as required, and offers of employment.
 3. Conducts pre-employment conference with each successful applicant supplying new employee with copies of staff handbook, salary schedules, and other pertinent information.
 4. Coordinates the orientation program for new teachers.
 5. Maintains filing and recording system for all selection activities.
- F. Organizes and Monitors Performance Evaluations
1. Develops, monitors, and implements an evaluation system for professional staff and support staff.
 2. Works with principals/supervisors in developing and implementing plans for remediation of employees who have performance deficiencies.
 3. Works with principals/supervisors in developing and implementing disciplinary procedures as necessary including reprimands, suspension, and dismissal.
- G. Salary and Benefit Administration
1. Conducts research related to salaries and benefits to determine external equity.
 2. Ensures that all salaries and wages conform to state and federal legislation.
 3. Monitors benefit administration to ensure that benefits are provided in a consistent manner and confirm to state and federal legislation as well as stipulations staff handbook.
 4. Ensures that salary and benefit information is communicated to appropriate personnel.
 5. Develops and implements leave of absence reporting and exit interviews.
 6. Monitors unemployment claims; challenges as necessary.
- H. Negotiates Base Wages and Administers Work Agreements Staff Handbook
1. Works collaboratively with staff and administration to create, maintain, administer, and revise staff handbooks.
 2. Updates data related to salaries, benefits, and working conditions of comparable districts and other appropriate employers for each group of employees.
 3. Serves as resource person for the Board of Education throughout the process of negotiations of base wages by formulating and suggesting proposals to be presented by the Board, analyzing proposals made by employee groups, and suggesting general directions and strategies.
 4. Serves as spokesperson for the Board of Education.

5. Communicates progress of base wage negotiations to all appropriate parties.
6. Responsible for managing the process related staff handbook interpretations
7. Coordination of complaints filed through the grievance process.

I. Additional Responsibilities

1. Develops and implements procedures for providing substitutes for staff, including the budgeting and monitoring activities.
2. Develops and implements the District calendar, including the following activities: holidays, attendance schedules, open houses, and parent conferences.
3. Coordinates the development, implementation, and training of the district's Crisis Plan.
4. Evaluates immediate subordinates and makes recommendations regarding employment, assignment, and compensation.
5. Keeps the superintendent advised on all relevant matters.
6. Communicates to the Superintendent the requirements and needs of the district related to staffing, evaluation, salary and benefits.
7. Keeps the Superintendent advised on all relevant matters.
8. Performs other duties as assigned by the superintendent, or as appropriate to the job assignment.
9. Understands and demonstrates competence in the Wisconsin Administrator Standards.
10. Facilitates a vision of learning and a culture of collaboration and excellence.
11. Supports a culture of innovation.

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