



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Director of Human Resources**  
Job Family: **Administrative**  
Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**  
Pay Range: **J**  
Job Code: **10313**  
Days: **260**

**SUMMARY:** Plan, coordinate, direct, administer, and conduct the recruitment, employment, retention, staffing, evaluation, and performance management for employees. Plan, implement, review, and evaluate human resources policies, programs, practices, and procedures. Oversee employee evaluation and performance management process and advise principals, directors, and managers on performance management and evaluation. Design, implement, and supervise various programs including recruitment and retention, staffing, employee relations, compensation, and diversity initiatives related to employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	
1. Employee Relations:	<ul style="list-style-type: none"> <li>a. Conduct employee investigations, provide reports and make recommendations for appropriate disciplinary action.</li> <li>b. Serve as a resource on employment law, discipline, and discharge issues; implement school district, state, and federal statutes, policies, and regulations related to Human Resources.</li> <li>c. Serve as a resource to principals, hiring managers, and department directors on employment law, performance issues, and employee relations.</li> </ul>
2. Recruitment and Staffing:	<ul style="list-style-type: none"> <li>a. Coordinate the recruitment, selection, and retention of employees.</li> <li>b. Facilitate and coordinate the staffing process for employees.</li> <li>c. Monitor internal and external diversity trends, develop and implement best practices for recruitment, retention, and support of a diverse and culturally responsive workforce.</li> <li>d. Ensure proper licensure for new and continuing educators and district compliance with state and federal statutes related to educators.</li> <li>e. Ensure employees are compliant with district, state, and federal requirements.</li> </ul>
3. Salary and Compensation:	<ul style="list-style-type: none"> <li>a. Conduct salary survey research.</li> <li>b. Design, create, update, and maintain district salary and stipend schedules.</li> <li>c. Administer employee incentive programs such as licensed employee lane changes and tuition reimbursement programs.</li> <li>d. Collaborate with the payroll department on employee pay issues, new hire rates of pay, pay rate changes, and new position set-up; and provide support for problem-solving.</li> <li>e. Supervise the distribution of employment contracts and/or notices of assignment.</li> </ul>
4. Evaluation Process:	<ul style="list-style-type: none"> <li>a. Administer, track, communicate, and provide training for evaluation systems.</li> </ul>



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| 5. Contract Negotiations<br>a. Serve as a resource to the annual negotiations process and employee groups; facilitate and/or participate on various employee group committees. |
| 6. Perform other duties as assigned.   |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Masters degree in Education, Administration, or Human Resource-related field preferred.
- Five years of human resources management experience preferred.
- Equivalent combination of education and experience acceptable.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid Principal or Administrators License preferred.
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred.
- Criminal background check required for hire.
- Valid Colorado driver's license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of employment laws and general Human Resources practices.
- Knowledge of Colorado Teacher Licensure requirements.
- Knowledge of federal regulations/mandates related to employment in education.
- Knowledge of compensation analysis, systems, and structures.
- Ability to supervise employees.
- Ability to communicate with other staff members, employees, and community.
- Human relation skills.
- Ability to diffuse hostile or difficult situations.
- Ability to mediate and/or lead teams.
- Group facilitation skills.
- Professional development/training skills.
- Ability to be a part of/work with a team.
- Ability to maintain extreme confidentiality.
- Problem solving, critical thinking, and analysis skills.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Executive Director of Human Resources	
<b>Direct reports:</b>	Human Resources Technician(s)	2-3

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	