



Longview Independent School District

JOB DESCRIPTION DIRECTOR OF HUMAN RESOURCES

JOB TITLE:	Director of Human Resources	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Human Resources and Community Relations	TERMS:	226 Days
DEPARTMENT:	Administrative Services	PAY GRADE:	Administrative 6

PRIMARY PURPOSE:

Direct and manage district human resource activities to ensure legally sound and effective human resource management practices; responsible for the development and implementation of human resource programs to include wage and salary administration, employee benefits, employee training, recruitment and staffing, and employee communications; interpret and recommend personnel policies and regulations for the district

QUALIFICATIONS:

Education/Certification:

Master's degree in Education or management-related field
Texas Mid-Management or other appropriate certification

Experience:

Five years successful administrative experience or an equivalent amount of human resource management experience in the private sector

MAJOR RESPONSIBILITIES AND DUTIES:

Employment

1. Work cooperatively with principals and staff to select personnel for instructional assignments
2. Coordinate the district application and recruitment program and ensure that the district is represented in a positive and professional manner
3. Coordinate orientation training programs for new employees



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Employment (continued)

4. Administer the district employee evaluation program and ensure that it is implemented effectively and uniformly
5. Administer employment contracts and renewals
6. Plan, evaluate, and administer equal employment opportunity provisions and work cooperatively with others to ensure compliance with federal and state laws and regulations
7. Assist supervisory personnel in conducting due-process procedures
8. Oversee the necessary processing for issuance and renewal of state certificates and permits

Compensation

9. Develop and implement procedures for administering salary, benefits, and other forms of compensation that effectively implement policies adopted by the board
10. Direct the preparation and revision of job descriptions and the classification of positions in the district compensation plan
11. Administer the teacher salary schedule and ensure compliance with the state minimum salary schedule requirements
12. Administer the exempt and non-exempt compensation programs and ensure compliance with federal wage and overtime laws
13. Provide cost analysis of salary and wage adjustments for budgeting process

Employee Relations

14. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff
15. Develop and implement procedures to ensure that employees are kept well-informed of personnel policies, procedures, and programs that affect them
16. Implement and oversee effective district-wide employee recognition programs



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Employee Relations (continued)

17. Implement policies associated with and oversee processing of employee complaints and grievances
18. Ensure that the employee handbook and personnel directory are created, updated annually, and distributed

Budget

19. Work with others to compile and report projections of staff and facility needs
20. Ensure that programs are cost-effective and that funds are managed prudently
21. Compile budgets and cost estimates based on documented program needs
22. Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned

Records

23. Ensure that operations contribute to the attainment of district goals and objectives
24. Recommend policies that improve programs
25. Supervise personnel records management and oversee required state records management program (may serve as designated records management officer)
26. Develop and maintain systems for retrieval of information in support of all programs
27. Compile, maintain, file, and secure all physical and computerized reports, records, and other required documents

Human Resources Department

28. Recruit, train, and supervise department staff and make sound recommendations relative to personnel placement, assignment, retention, discipline, and termination
29. Evaluate job performance of department staff to ensure effectiveness



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Human Resources Department (continued)

30. Develop training options and improvement plans for department staff to ensure the department's effective operation

Other

31. Attend board meetings regularly and make presentations to the board
32. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices
33. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of personnel officer(s), administrative assistant(s), clerk(s), substitute teacher coordinator, and receptionist

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017