



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Human Resources	<b>Department:</b> Human Resources
<b>Immediate Supervisor's Position Title:</b> Superintendent	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b> Under the direction of the Superintendent, the Director of Human Resources is responsible for providing leadership over school district personnel functions including staffing, hiring, counseling, policy administration, and record keeping for all district staff. The Director of Human Resources is responsible for the negotiation and administration of the school district's labor and employment contracts, serves as a member of the administrative team, and ensures compliance with personnel related district policy, state and federal law.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Employment Administration
  - a) Oversees all aspects of the recruitment, selection, and orientation process for all new employees.
  - b) Establishes salary and other contract provisions for candidates selected for hire, in communication with principals and hiring supervisors.
  - c) Reviews all background check reports and makes hiring determinations as necessary.
  - d) Oversees new employee orientation sessions including benefits, mandatory policies, rules of employment, and training requirements.
- Labor Relations and Contract Administration
  - a) Serves as the school district's chief negotiator for all bargaining and non-bargaining employee groups. Responsible for the collection, development and coordination of data significant for effective collective bargaining.
  - b) Serves as district advisor regarding all labor contracts, arbitration, mediation, and disciplinary actions.
  - c) Coordinates all aspects of contract administration during the term of various employee contracts including the interpretation and application of contract provisions for district employees.
  - d) Acts as the school district's leader in all employee and labor relations issues including administering the school district's grievance procedures and responding for the school district including all preparation, analysis of issues, and recommendations for resolution.
  - e) Serves as the school district's spokesperson for all labor relations matters.
- Oversees and manages school district's employee data; coordinates staffing needs, including assignment of staff and application of seniority provisions, layoff provisions, and continuing contract rights; works collaboratively with union representatives in the application of these provisions.
- Compliance with District Policies, State and Federal Law
  - a) Monitors district activities and ensures compliance with state and federal law prohibiting discrimination including Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, Pay Equity, and the Minnesota Human Rights Act.
  - b) Serves as school district's Title IX Coordinator and Human Rights Officer.
  - c) Investigates reports of violence and sexual, racial, and religious harassment. Prepares written investigative findings and makes recommendations to Superintendent in accordance with district policy.
  - d) Serves as school district's Data Practices Compliance Officer to ensure compliance with the Minnesota Data Practices Act.
  - e) Prepares compliance reports as required by state and federal agencies.

- f) Monitors personnel related (400 series) district policies and makes recommendations to policy committee for updates, additions, and revisions. Develops, monitors, and revises personnel policies, procedures and practices.
- Oversees the selection and administration of employee benefit programs including health insurance, dental insurance, long-term disability insurance, life insurance, worker’s compensation, flex benefits, and the employee assistance program. Administers employee leaves of absence ensuring compliance with district policies, collective bargaining agreements, state and federal law.
- Comparable Worth/Pay Equity
  - a) Creates, reviews, and revises position descriptions for all district staff.
  - b) Maintains a schedule for position description review.
  - c) Responsible for preparation of pay equity compliance materials.
- Employee Performance Evaluations
  - a) Oversees employee performance evaluation programs to ensure consistency and compliance with district policies and state law.
  - b) Ensures that instructional staff members are properly licensed.
  - c) Supervises the administration of the district’s Type III motor vehicle driver certification program.
- Oversees and Supervises School District’s Substitute Program
  - a) Responsible for recruitment, selection and indirect supervision of substitute teachers and educational support professionals.
  - b) Oversees new substitute orientation sessions for teachers, educational support professionals, custodial cleaners and nutritional assistants.
- Performs other duties as assigned.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	<b>less than high school diploma</b>		Bachelor’s Degree required. Master’s Degree preferred.
	<b>High school diploma or GED.</b>		
	<b>1 year college</b>		<b>Major field of study or degree emphasis:</b> Human Resources, Law, Business Administration, or related field.
		<b>2 years college</b>	
	<b>3 years college</b>		
		<b>4 years college</b>	
<b>x</b>	<b>Bachelor’s Degree</b>		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	<b>Master’s Degree</b>		

<b>Doctorate</b>	<ul style="list-style-type: none"> <li>• Knowledge of collective bargaining procedures, public sector labor and employment law.</li> <li>• Ability to understand spreadsheets and apply mathematical principles to staffing; computer skills in use of information systems.</li> <li>• Ability to communicate with a variety of personnel; ability to verbally problem solve.</li> <li>• Background and experience in interviewing and counseling employees.</li> <li>• Communication skills that target problem resolution and enhance customer service.</li> <li>• Ability to understand and apply human resource and employee relation concepts, principles, laws, rules and processes.</li> <li>• Knowledge of district administrative policies and procedures.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**

Minimum of five (5) years work experience in human resources, law, business administration, or related field.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Planning, administering and implementing human resource programs, reporting and functions.</li> <li>• Analyzing and interpreting collective bargaining agreements.</li> <li>• Writing reports, business correspondence and procedure manuals.</li> <li>• Effectively presenting information and responding to questions from groups of administrators, supervisors, employees, vendors and the general public.</li> <li>• Defining problems, collect data, establish facts, and draw conclusions.</li> <li>• Developing effective working relationships with staff.</li> <li>• Communicating clearly and concisely, both orally and in writing.</li> <li>• Negotiating and handling stressful situations for long periods of time.</li> <li>• Applying knowledge of current research and theory in specific fields.</li> <li>• Performing duties with awareness of all district policies.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Human Resources Coordinator	1
2	Human Resources Generalist	1
3	Administrative Assistant I/Office Receptionist	1
<b>TOTAL</b>		<b>3</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Substitute Teachers and Educational Support Professionals	<b>Total:</b> 150

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b> Duties are generally performed in a typical office setting where there are minimal environmental hazards and risks. <b>Employee may be exposed occasionally to disagreeable conditions involving human contact.</b>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b><u>Employee is required to:</u></b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>			x	
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>	x			
<b>up to 25 pounds</b>	x			
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b> Ability to verbally communicate with employees, use of phone, computer
<b>Physical requirements associated with the position can be best summarized as follows:</b>  <b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.