

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Executive Director of Human Resources

**DEPARTMENT:** Human Resources

**REPORTS TO:** Superintendent

**POSITION SUMMARY:** Under the direction of the Superintendent, the Executive Director of Human Resources, provides vision and leadership in planning, developing and directing the human resource functions of a large and growing school district.

**ESSENTIAL FUNCTIONS:**

- Plan and direct a program for recruitment, selection, assignment and contract offers of certificated staff, classified staff and administrators. Maintain procedures that will ensure applicants' fair and equal opportunity for employment.
- Determine and approve salary placement for all new employees. Coordinate with the Payroll Office the assignment and placement of certificated and classified staff on the district payroll. Oversee research regarding reclassification.
- Supervises the services and systems of the Personnel Department. Supervise the Personnel Department staff, including monitoring effective customer service.
- Serve as the District coordinator for dealing with employee legal issues, including manage, direct, review, analyze, and interpret labor law and negotiated contracts.
- Maintain appropriate contact with administrators and principals in order to identify and resolve human resource issues.
- Oversee all employee discipline and investigations.
- Coordinate the grievance process for all employees.
- Directs and coordinate the development and continued improvement of the performance evaluation process for all employees. Support principals and program managers in designing and implementing professional growth plans. Provide evaluation, probation and discharge support.
- Develop and supervise the staff training/retraining program.
- Participate as a member of the Superintendent's Cabinet and provide personnel perspective as appropriate.
- Assist the Superintendent regarding the development of proposals for collective bargaining.
- Coordinate and monitor all negotiations with employee groups. Serve as the District liaison in employee union relations. Lead negotiations teams.
- Prepare employment information for the Board of Directors. Present personnel reports to the school board in regular meetings and executive session.
- Supervise the issuance and administration of individual contracts for certificated and classified employees and supplemental contracts for all employees.
- Oversee and approve leaves as defined in state law and negotiated contracts.
- Facilitate Employee Assistance Program.
- Manage and direct request for public records for district.
- Work with the Executive Director of Finance to determine staffing allocations.
- Direct and support building administrators in the assignment and transfer of staff.
- Perform other duties and responsibilities as directed by the Superintendent.

**QUALIFICATIONS**

**EDUCATION:** Master's degree or Doctorate, with emphasis in educational leadership, from an accredited college or university.

**EXPERIENCE:** Minimum of three years of successful experience in broad educational program administration. Administrative Credentials. School Personnel experience preferred. Demonstrate ability to provide clear interpretation of laws and policies regulating human resource activities. Demonstrate ability to analyze a broad range of problems

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touching on every aspect of employee relations and take positive steps to solve them. Communicate effectively orally and in writing with diverse groups of employees and official. Further, the individual will possess the:

Ability to understand the fully developed potential (vision) for areas of assigned responsibility and the district as a whole and to have the capacity to move the district in achieving that vision.

Commitment to the shared decision-making processes endorsed by the district, with the ability to make decisions in a timely manner and move others effectively toward stated goals.

Ability to anticipate what needs to be done in areas of responsibility and independently move toward accomplishing necessary tasks.

Independence coupled with appropriate consultation with others in following through with areas of responsibility.

A record of respectful, productive relationships with others, both professionally and personally.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required)

**CONTINUING EDUCATION/TRAINING:** None Specified

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date