

FAIRFIELD CITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director of Human Resources

REPORTS TO: Assistant Superintendent

EMPLOYMENT PERIOD: Shall be 218 days.

ASSOCIATION REPRESENTATION: None

CIVIL SERVICE STATUS: Unclassified

QUALIFICATIONS:

1. Shall hold at least a Master's degree.
2. PHR, SPHR, or SHRM-CP certification preferred but not required.
3. Shall have 3+ years of effective Human Resource leadership experience.
4. Must provide an acceptable FBI and BCI report.
5. Must have the ability to travel to more than one work location in the course of a work day.
6. Must demonstrate a knowledge and understanding of Human Resource principles, including state and federal compliance as well as experience with bargaining unit contract interpretation and procedures for public sector employees.
7. Must possess demonstrated leadership ability.
8. Must possess demonstrated ability to work effectively with others, including effective, active listening skills.
9. Must possess demonstrated ability to communicate ideas and directives clearly and effectively both orally and in writing.
10. Must possess demonstrated problem solving, organizational, and managerial skills, including delegation and effective decision making.
11. Shall possess knowledge of public school law, policies, and practices as related to Human Resources.
12. Must exhibit a professional self-presentation.
13. Must possess positive employee and stakeholder relations skills.

GENERAL DESCRIPTION:

This person directs Human Resource specific work processes pertaining to planning, organization, and operation of the schools in accordance with State law and District policies and regulations. He/she assumes licensed staffing responsibilities in order to select, develop, and maintain a highly talented staff so that the mission of the District may be accomplished effectively and efficiently. He/she exhibits positive leadership in managing the Office of Human Resources. He/she works closely with the Assistant Superintendent in licensed personnel matters.

ESSENTIAL FUNCTIONS:

1. Provide leadership and coordination in all Human Resource areas of the District as needed and/or as assigned.
2. Assist the Assistant Superintendent in meeting and working with principals in the evaluation of all licensed staff.
3. Assume responsibility for licensed staffing for the District's instructional and extracurricular programs. Develop and recommend to the Superintendent staffing plans for the upcoming school year. Manage the recruiting, application, interview, and selection process. Recommend appropriately qualified candidates to the Superintendent for employment.
4. Maintain supervisory responsibility of the Office of Human Resources and related personnel. Oversee and monitor the work of the Supervisor of Human Resources.
5. Execute Board of Education policy and appropriate state and federal statutes as applicable in licensed personnel decisions.
6. Provide written job descriptions for each licensed position in the District and maintain staff handbook.
7. Oversee the effective implementation of licensed staff evaluation procedures.
8. Oversee the effective access, maintenance, and security of personnel records and other pertinent records and files.
9. Work cooperatively with the Treasurer's office and other district offices on licensed personnel issues.
10. Provide a service and management center for licensed personnel issues and concerns, including certificate/license renewal, additional coursework, development of Individual Professional Development Plans, tuition reimbursement, and other employment benefits.
11. Serve on the Local Professional Development Committee, the Minority Recruitment and Retention Committee, the Extra Curricular Review Committee, the licensed Labor Management Committee and others as assigned by the Assistant Superintendent.
12. Establish and maintain process for securing and training well-qualified substitute teachers, home instructors, summer school teachers, English as a second language tutors, and other licensed personnel as needed.

13. Establish and maintain open lines of communication with the Fairfield Classroom Teachers' Association (FCTA).
14. Oversee effective and efficient implementation of provisions of the negotiated agreement with the FCTA, including the grievance procedure and the vacancy/posting procedures, among others.
15. Lead the Human Resources Supervisor to oversee effective and efficient implementation of the negotiated agreement with the Ohio Association of Public School Employees, Local #727, and the Ohio Association of Public School Employees Locals #205, #378, and #568. Serve as chairperson/member of committees arising from this agreement as assigned by the Assistant Superintendent.
16. Oversee Workers' Compensation.
17. Serve as a member of the Board's bargaining team for licensed and classified-negotiations.
18. Appraise and evaluate the licensed staffing program and make recommendations to the Assistant Superintendent.
19. Authorize time sheets for licensed staff.
20. Assist the District's Human Rights Officer in order to address personnel issues including but not limited to discrimination and harassment.
21. Maintain effective communications. Provide information concerning staffing and other assigned topics as requested. Attend meetings to make reports and/or recommendations on assigned topics as required or requested by the Assistant Superintendent. Respond to routine Human Resource related questions and requests in a timely and appropriate manner.
22. Prepare and effectively administer a budget for the Office of Human Resources.
23. Remain current in developments related to Human Resources including issues related to federal and state compliance.
24. Take an active interest in local, state, and national professional organizations in order to promote professional improvement and render greater service.
25. Perform all other tasks/duties as assigned or requested by the Assistant Superintendent.

OTHER DUTIES:

The essential functions listed in this job description reflect the general duties and principal functions of the job but are not a detailed description of all the duties which may be inherent in the job.

WORKING CONDITIONS:

1. May have to travel between buildings in inclement weather.
2. Potential occasional exposure to blood or other body fluids.
3. Possible interaction with unruly students and/or adults.
4. Will be assigned to monitor employee conduct.
5. May have to remain on duty during potentially dangerous situations until relieved by appropriate authorities.

Approved by the Fairfield Board of Education on 8/18/16

Revised by the Fairfield Board of Education on 12/21/17; 6/24/21