

DIRECTOR OF HUMAN RESOURCES - Ames Community School District

SUMMARY

A school district with a commitment to diversity and inclusion seeks a Human Resource Director with a track record for attracting and hiring diverse applicants for school positions. Located in a college town with a commitment to outreach that serves the entire state, Ames Community School District is serious about ensuring that all of its learners are served.

Under the direction of the Superintendent, the Human Resources Director administers the planning, organizing, and direction of all HR functions for the school district. This individual performs highly complex managerial and strategic work with responsibility for areas including but not limited to: recruitment, classification & compensation, employee assistance, employee & labor relations, licensure, performance management, background investigations, HRIS, leaves of absence and training & organizational development.

Full-time, 260-day position

Salary - \$120,000 + full benefits package

Closing Date:

RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Administer district collective bargaining agreements; negotiations, contract management, interpreting contract language, processing grievances and support administrators in managing the collective bargaining agreements
- Develop, implement, and control departmental budget; ensure all functions and programs are performed within established budget parameters
- Ensure best practices in HR leadership operations and management
- Account for management and evaluation of the HR department
- Gather and analyze data to support sound decision-making in all HR functions
- Administer comprehensive HR programs to maintain a highly qualified and diverse employee workforce with adequate staffing

- Develop and maintain human resource information system
- Oversee the maintenance of all employee records
- Lead the recruitment and hiring of the school district workforce
- Recommend all personnel assignments, transfers, dismissal, promotions, and terminations to the board of education
- Prepare and maintain employee handbooks for all employee groups
- Supervise the accurate and timely preparation and /or completion of compliant federal reports
- Ensure all mandated training is completed in a timely fashion
- Train administrators in recruitment and selection of best practice
- Train administrators in evaluation procedures, including skill assistance, intensive assistance, and performance improvement plans
- Provide consultation and guidance to administrators to support them in carrying out their responsibilities on personnel matters
- Consult with administrators on employee relations issues
- Assist with the annual review, preparation, and administration of wage and salary program
- Develop and maintain productive working relationships with collective bargaining groups to assure positive employee relationships
- Participate in labor-management meetings and follow-up action based on labor-management discussion/meetings
- Coordinate the Affirmative Action Plan
- Serve as Co-Equity Coordinator
- Maintain EEOC data and complete mandated reports
- Serve as District Compliance Officer and conduct or coordinate investigations into allegations of harassment, bullying, discrimination, and abuse involving employees or volunteers
- Consult with legal counsel as appropriate
- Work proactively to resolve issues before they become formal grievances, using mediation techniques and problem-solving
- Represent the district in unemployment hearings
- Research procedural and administrative studies to evaluate and enhance HR functions; form and implement recommendations for improvements
- Ensure job analysis studies are performed for proper classification

- Develop personnel management policies for submission to the board for adaptation
- Communicate changes in the organization personnel policies and procedures and ensure compliance
- Provide training to district administrators to ensure fair and appropriate implementation and the understanding of personnel policies and procedures
- Display the highest ethical and professional conduct in working with students, parents, school personnel, and outside agencies associated with the school

Qualifications

- Experience training school district administration, staff, and teachers on the laws and regulations surrounding equitable hiring
- At least 8 years of successful experience in human resources or education
- Education surrounding equity, diversity, and inclusion of human resource practices
- Experience with administering affirmative action/ equal opportunities, discrimination and harassment, Title 9, sexual misconduct and sexual assault, and other discrimination
- Exceptional ability to plan, organize, and implement time-sensitive, complex programs that have legal and compliance implications
- Ability to model collaboration, coordination, and facilitation of work groups.
- Ability to analyze data for program development and improvement.
- Ability to interpret and apply rules and regulations under federal and state legislation, court rulings and school board policies, including collective bargaining contracts
- Ability to communicate effectively with a variety of audiences using verbal, written
- and technological skills.
- Ability to work collaboratively with other departments and communicate with stakeholders

- Ability to work collaboratively with others and build positive constructive relationships
- Strong organizational skills
- Ability to effectively manage and lead within a complex organization
- Ability to influence others and serve as an educational change agent
- Excellent oral and written communication skills

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