

## **Gahanna-Jefferson School District Position Description**

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Position Title:	Director of Human Resources
Reports To:	Superintendent
FLSA Status:	Exempt
Revision Date:	June 28, 2018

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**SUMMARY:** Responsible for the overall operation of the District's Human Resources Office. Specific functions include recruiting, interviewing, hiring, licensing and evaluation processes, and record-keeping for all certified and non-certified staff. Serves as a member of the District's negotiating team. Participates in benefits administration and special projects as requested.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Monitors personnel policies and record keeping.
- Assists with forecasting personnel needs.
- Recruits, screens, interviews and recommends employment of applicants.
- Assists with the new employee orientation and staff development activities.
- Coordinates employee performance evaluation programs.
- Authorizes salaries and/or wages.
- Prepares personnel-related reports required by the District, Federal, State and outside agencies.
- Assures that staff members are properly certified/licensed (including coaches and student activity personnel).
- Supervises a substitute service for all absent employees.
- Coordinates all aspects of contract administration during the term of various contracts with employee organizations.
- Handles pre-termination hearings for employee dismissals.
- Consults with and advises administrators and supervisors on contract interpretation and implementation.
- Directs certificated and classified/unclassified contract negotiations.
- Interfaces with District legal counsel on employment matters and ensures compliance.
- Advises supervisors about matters involving discipline, job performance, employee duties and assignments.
- Administers the District's grievance procedure.
- Represents the District at arbitration and other employment-related hearings.
- Serves as District representative to hear harassment or Title IX complaints.
- Serves on the District Insurance Committee, Fee Waiver/Tuition Reimbursement Committee, Local Professional Development Committee, Peer Assistance Committee, and Professional Resolution Council.
- District hearing officer for expulsion/suspension appeal hearings.
- Performs other duties as assigned by the Superintendent.

### **SUPERVISORY RESPONSIBILITIES:**

- Directly supervises two employees in the Human Resources Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION AND EXPERIENCE:**

- Master's Degree (M.A.) or equivalent.
- Experience in human resources preferred as well as experience as a building administrator, or equivalent combination of education and experience or as determined by the Board of Education.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must hold a valid Ohio Administrator's Certificate.

**LANGUAGE SKILLS:**

- Ability to read, analyze and interpret professional journals, contracts, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups, employees and the general public.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:**

- Ability to define problems, collect data, establish facts and draw valid conclusions.

**OTHER SKILLS and ABILITIES:**

- Ability to apply knowledge of current research and theory in specific field.
- Ability to develop effective working relationships with staff.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to negotiate and handle pressure situations for long periods of time.
- Ability to perform duties with awareness of all District requirements, contractual requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this work environment is usually very quiet.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*