

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION  
DIRECTOR OF HUMAN RESOURCES

QUALIFICATIONS:

- Requires a valid Vocational-Technical administrative license
- Minimum three years administrative experience
- Experience as an educator preferred
- Excellent written and verbal communication skills
- Superior interpersonal skills

REPORTS TO:

Superintendent-Director

RESPONSIBILITIES

1. Plan and direct a program for selection and assignment of the best-qualified faculty and staff.
2. Oversee all Human Resource matters in collaboration with the Superintendent-Director, Principal and Director of Business Operations.
3. Develop job descriptions for the District and coordinate their periodic review or revision; prepare all personnel contracts.
4. Coordinate Human Resource policies and programs to insure that the District is in full compliance with applicable laws and regulations.
5. Ensure that all positions are staffed by appropriately licensed and highly qualified individuals and oversee progress towards professional improvement; apply for Waivers from the Department of Elementary and Secondary Education, as appropriate; assist teachers and administrators with regard to the licensing process.
6. Organize committees and schedule interviews for positions in collaboration with the Principal, Directors and Managers; recommend candidates to Principal and/or Superintendent-Director.
7. Analyze staffing needs; develop a master staffing plan in conjunction with the Superintendent-Director, Principal and Director of Business Operations.
8. Coordinate the evaluation of all faculty and staff in collaboration with the Superintendent-Director.
9. Oversee professional learning for all educators in the District

10. Coordinate employee disciplinary procedures for all personnel within the district in collaboration with the Administration; perform investigations as appropriate and conduct due process hearings, as required.
11. Function as one of the Civil Rights, Title IX and Title VI Coordinators for the District; collaborate with the Principal and/or Assistant Principals when Bullying cases arise.
12. Ensure that the District Discrimination and Harassment Policy is implemented and adhered to; provide Discrimination and Harassment training for faculty and staff; investigate cases and/or complaints, as appropriate.
13. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner which encourage accountability, growth and excellence, and are in accordance with law and contractual requirements.
14. Supervise and evaluate the Administrative Assistant to the Director of Business Operations and the Director of Human Resources, in collaboration with the Business Manager.
15. Oversee the Mentoring and Induction Supervisor and assist with the District Mentoring and Induction program for new and incoming staff members in collaboration with the Supervisor, the Principal and the other administrators.
16. Collaborate with Union leadership with regard to teacher discipline and/or dismissals.
17. Act as a resource to staff – teaching, custodial, farm, food service, maintenance, secretarial, transportation, and administrative – with regard to all matters involving salary, health insurance, retirement, sick leave, family medical leaves, vacation time, etc.
18. Assist the business personnel in the administration of benefits in the District.
19. Revise the Faculty and Staff Handbook annually.
20. Maintain and update personnel records to ensure that information is kept current and confidential.
21. Stay current with literature in the field of Human Resource; attend professional society and association meetings and conferences.
22. Assist the Director of Business Operations with all matters relative to staffing and its impact upon the budget; prepare current staffing and salary spreadsheets for the Director of Business Operations.
23. Respond to internal/external audits and/or program evaluations as requested.
24. Be available to consult with the Personnel subcommittee of the School Committee, as appropriate.
25. Assume any additional responsibilities not inconsistent with the position, assigned by the Superintendent-Director.

### TERMS OF EMPLOYMENT

1. This is a twelve month position
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with School Committee policies.