



# Hatch Valley Public Schools

204 Hill St. P.O. Box 790  
Hatch, New Mexico 87937  
(575) 267-8200

*HVPS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.*

**Position:** Director of Human Resources

**Location:** Office of the Superintendent

**Supervisor/Reports to:** Superintendent

**General Job Description:** *The Director of Human Resources for HVPS manages the school district's Personnel, including recruiting, licensing, onboarding, investigations, and state reporting related to staff. Serves as the decision maker in Title IX investigations.*

## **Essential Duties and Responsibilities:**

- Develop course modules, user procedures and training materials related to state compliance.
- Coordinate the application programs and collection of the annual compliance that all employees are required to meet.
- Post and manage external and internal employment inquiries, as well as troubleshooting down-stream new hire processing issues related to program applications (Frontline platform applications).
- Review applications, approve candidates and approve applicant screening.
- Attend recruiting functions for all level positions, including but not limited to scheduling interviews, manage pre-employment screening (drug test and background checks etc).
- Oversee the implementation of policies and procedures for all district employees and maintain current knowledge rules, regulations, and practices related to the evaluation system and human resources.
- Assist with the Sick Bank for all district employees.
- Prepare materials for Board of Education adhering to the Superintendent's office timelines,
- Supervise services in all human resources functional areas, including employee relations, classification, compensation, staffing, recruiting, substitute management, employment contracts, HR information systems and other recordkeeping systems.
- Interprets laws, regulations, statutes, rules, and policies related to Human Resources, Benefits, and Risk Management matters that might affect the District.
- Serve as the primary point of contact for employees, managers, medical providers, and insurance carriers regarding leave and workplace injury claims (Worker's Comp) and FMLA.

- Ensure the accuracy of personnel files and data entered into the information systems by regularly reviewing department practices and procedures.
- Develop and implement an effective training program for staff development to encompass affirmative action, equal opportunity, the Americans with Disabilities Act (ADA), harassment prevention, Title IX, and discrimination prevention.
- Compile and prepare data and/or reports for district, schools, special reports, and mandated reporting requirements either electronically or otherwise.
- Prepare, review, and revise job descriptions annually as assigned.
- Implement District compliance procedures as defined by the current version of Title IX of the Educational Amendments of 1972.
- Serve as the impartial decision maker in Title IX investigations based on the facts of a claim
- Ensuring investigations progress in a prompt and timely manner.
- Reports to federal, state and local Agencies in a variety of formats.
- Supports and contributes to the overall District mission, vision, values and goals.
- Coordinates inter-departmental planning and programming and assists with cross-program overflow when needed.
- Complies with the school's policy and employee handbook.
- Represents Hatch Valley Public Schools and its programs in a positive manner when interacting with the public and colleagues.
- Communicates positively and effectively with parents, children, colleagues, and other school personnel while maintaining confidentiality regarding all facets of school programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
- Attends mandatory school or program meetings and continuing professional development.
- Uses proficient verbal communication skills and manages conflict in a civil, professional and courteous manner are required.
- Demonstrates flexibility in the performance of various job functions.
- Maintains and protects the privacy and confidentiality of students and personnel records and information.
- Complies with all local, state, and federal rules and regulations, NM Public Education Department (NMPED) guidelines and rules, and administrative regulations and policies as applicable to all programs.
- Performs any other duties as assigned by the immediate supervisor, principal, and/or superintendent.

**Qualifications:**

- Masters Degree in Education, Human Resource Management, Employment Law or public administration
- NMPED Administrator or Business Official license or ability to obtain within 6 mos
- 5 Years experience in a supervisory role
- Prior Administrative experience in human resources in the public sector
- Experience in the Visions Accounting Systems is preferred.
- Experience in federal and state employment law and regulatory compliance
- Must demonstrate strong written verbal and interpersonal skills.
- Must be willing to carry out assigned tasks, performance responsibility, and managerial

- proficiencies.
- Computer expertise in the areas of word processing, database management, and spreadsheet production is essential.
- Completed and cleared background check.
- Bilingual Preferred
- Self-motivated to complete job assignments without direct supervision.
- A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
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**Physical Requirements:**

- Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment.
- Visual ability to see and read reports, documents, and records.
- Auditory abilities capable of performing phone communication and interaction with other individuals.
- Maintains emotional control under stress.
- Works with frequent interruptions during scheduled work
- Cooperates with staff members, community, and outside customers
- Ability to multi-task

**Equipment/Materials Handled:**

- Office Materials
- All multi-media equipment and current technology (computers, copiers, printers, fax machines, smart boards, student inventory software, etc.)

**Work Environment:**

- Flexibility to work in both inside and outside environments
- Various degrees of noise, temperature, and air quality
- Work interruptions

**Terms of Employment:** Exempt 235-day contract-7.5 hrs. per day

**Salary:** Administrative Salary Schedule: 235 Licensed Director

**Benefits Available:** Salary and benefits commensurate with contractual commitments and established by the Board

Reviewed and agreed by \_\_\_\_\_ Date: \_\_\_\_\_  
 Director Of Human Resources

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent