

Job Description: Director of Human Resource Services



Position Title:

Director of Human Resource Services

FLSA Status:

Exempt

Salary Grade:

SG24.1 Admin

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position will lead the System in the acquisition of talent and the development of competitive compensation programs. This position will also ensure proper compliance regarding instructional staff members' certification and qualifications status as mandated through the Florida Department of Education and other applicable federal legislation. Supervises negotiations for all collective bargaining agreements. Additionally, the position will ensure compliance with statutes, policies, and legislation related to equity and compliance matters. This position provides the continued professional development of education staff and partners with other System leaders to create and implement strategic plans to address our students' future growth and continuous learning gains.

Essential Functions of this Job

Job Description: Director of Human Resource Services

Recommends, initiates, and manages activities and procedures to identify, recruit, select, hire, retain and maintain the best available employees to meet the staffing needs of the system.

Manages Human Resource operations; recruits, selects, orients, trains, coaches, counsels, and disciplines staff.

Plans, monitors, appraises and reviews staff job contributions.

Work with schools on the annual preparation of Staffing Plans, immediate staffing needs, and placements within the System, ensuring that schools are adequately staffed with certified and highly qualified staff as mandated.

Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipates legislation; enforces adherence to requirements; advises management on necessary actions in conjunction with the legal counsel.

Researches, develops, writes, and updates policies, procedures, methods, and guidelines and ensures reliable and positive communications to all employees.

Leads the administration of compensation structures, advising on compensation trends, and participating in salary surveys to ensure compensation programs remain competitive.

Ensures compliance with statutes, policies, and legislation related to equity matters and prompts investigation and proper handling of all claims.

Ensures school-based administrators are adequately trained and accountable for administrative and personnel requirements.

Manages the system's handbooks, procedures, and documented communications so that they are current and applicable to the needs of our customers.

Directs the efforts to maintain and dispense personnel information in paper form and electronically, ensuring conformity to legal guidelines.

Manages all activities involved with investigating complaints and allegations of misconduct against the System's employees and ensures the documentation of investigations and follow-up activities.

Prepares recommendations for the Superintendent related to employee discipline, suspension, and termination based upon investigative findings and applicable contract language or Florida Statutes.

Administers over the review of criminal histories that result from fingerprinting new hires and Level II screening requirements and ensures compliance with the School Board of Trustee's applicable laws and hiring policies.

Partners with all senior staff members to plan for strategic growth and System needs.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Extensive knowledge of personnel management concepts and practices and various occupations' job content, salary structure, and qualification requirements. Thorough understanding of school-based structures and the administrative and supportive needs at the school level. Strong working knowledge of interpreting and negotiating collective bargaining agreements. Strong understanding of the principles, practices, policies, and state and federal laws and statutes within the field of Human Resources. Strong working knowledge of strategic Human Resources, succession planning, and leadership development.

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Ability to develop, recommend, monitor, and evaluate Human Resources policies, practices, and procedures. Ability to design and administer Human Resources programs for large employee groups. Ability to effectively manage a staff of professional/technical and clerical staff members. Ability to prepare concise and comprehensive reports, written correspondence, and presentations. Ability to express oneself effectively, orally and in writing, and communicate with all employee levels and within various settings. Ability to facilitate group processes in consensus building, conflict resolution, planning, and decision-making. Bilingual/biliterate preferred.

Education, Experience, and Certification/License Requirements

Graduation from an accredited college or university with a Master's degree in Human Resources, Personnel Administration, Educational Leadership, Administration and Supervision, or its equivalent. Juris Doctorate preferred. A minimum of 5 years of successful, progressively more responsible experience in district-level administrative leadership, including experience in the management of human resources or educational leadership. Executive-level experience leading a human resource function involving employee relations management, recruiting and personnel administration, labor relations management, human capital management, and compensation program management is highly preferred.

Professional in Human Resources (PHR) or Senior Profession in Human Resources (SPHR) certification preferred.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and teams. Alternative communication systems include electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires making decisions that affect other people, the financial resources, and the image and reputation of the System. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts and with the public.

Physical Environment:

Light work occasionally exerts up to 20 pounds and 10 pounds of force as frequently as necessary. This is an office-based position, and as such, the employee is not substantially exposed to adverse environmental conditions. Travel within schools and System offices within Lake Wales Charter Schools is necessary. Travel outside the county for professional training, workshops, and events is also required and account for minimal additional travel time.

Local Code:

9000

EEO5: 5

Approval Date:

Date Last Revised: 04/11/2022

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The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.