



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

---

<b>Position Title:</b>	Director of Human Resources	<b>Location:</b>	Human Resources
<b>Reports To:</b>	Superintendent	<b>Supervises:</b>	Department HR
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

---

### Qualifications

- Master's Degree in Educational Administration or Human Resources Administration preferred
- Additional graduate work related to the scope of responsibility.
- Knowledge of State and Federal laws pertinent to the areas of responsibility
- Evidence of a minimum of five years of teaching and administrative experience preferred; experience in HR field and building level administration strongly preferred.
- Evidence of eligibility for the appropriate Arizona Administrative Certification strongly preferred.
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- Administer (plans, organizes, coordinates, and evaluates) programs and procedures in compliance with law, policy, and regulation that will improve student achievement, enhance the personnel of the District, and promote employee morale

### Responsibilities and Requirements

#### PERSONNEL

- Responsible for providing leadership in the coordination of the District's staff planning, evaluation, recruitment, selection, orientation, and compensation programs.
- Responsible for screening applications and coordinating interviews with every candidate recommended for employment.
- Responsible for recommendations on all assignments, transfers, dismissals, and promotions
- Responsible to certify classifications, salaries and budget information to the business department.
- Responsible for maintaining adequate records of personnel.
- Responsible to organize corps of substitute teachers and assigns them to schools as needed.
- Responsible for public notification of employment opportunities available in the district
- Responsible for ensuring the adherence to Equal Employment Opportunity Commission guidelines.
- Responsible for supervising and evaluating all staff of the Human Resources Department
- Responsible for the recommendation of policies and programs to improve human relations in the district.
- Responsible for communicating with new and current staff about certification requirements and educational opportunities to support growth.
- Facilitate professional development activities, especially as they relate to Human Resources issues, documentation, supervision, and evaluation of staff.
- Develop data-gathering instruments to assist in assessing district and community needs and develops channels for rapid, effective response to assessed needs.
- Maintain a working knowledge of current human resources management software.
- Visit schools regularly to become familiar with staff functions, to meet with staff for specific, stated purposes, and to maintain high productive visibility.

#### PROFESSIONAL GROWTH

- Responsible to pursue personal and professional growth and development.
- Responsible in remaining current and up to date on the changing laws and requirements regarding personnel matters and other issues relating to personnel and community relations.



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

---

### **ADMINISTRATIVE TEAM**

- Responsible for assisting in the development, implementation, and interpretation of policies, regulations, and procedures as they pertain to the position.
- Responsible for acting as the Title IX coordinator in complaints where a staff member is a party.
- Responsible for assisting the administrative team in the research, interpretation, planning, development, implementation, and assessment of Human Resources issues.
- Support Administrative Team decisions, to the public and staff.
- Responsible for performing other job-related duties as assigned by the Superintendent.

### **EFFECTIVE RELATIONSHIP WITH GOVERNING BOARD**

- Interpret and execute the intent of Board policy pertaining to Human Resources
- Support Board policy and actions to the public and staff
- Attend and participate in all meetings of the Board as required.

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

### **EEOC**

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

---

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.