

# **SYLVAN UNION SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**JOB CLASSIFICATION TITLE:**

**DIRECTOR, HUMAN RESOURCES**  
Exempt

### **DESCRIPTION OF POSITION**

Performs highly responsible administrative and supervisory duties to provide effective Human Resources services consistent with legal requirements and District goals for schools, departments, and community.

### **ESSENTIAL FUNCTION:**

- Under the direction of the Assistant Superintendent of Human Resources, direct and coordinate the staffing and operational activities for the Human Resources Department.

### **REPRESENTATIVE DUTIES:**

- The recruitment and hiring process for ~~certificated and classified~~ all employees
- Assisting district administration with personnel and employee relations issues
- The administration maintenance of the employee evaluation process
- The oversight of and maintenance of personnel records
- Participation in labor contract management meetings and negotiations
- Direction of the preparation and maintenance of a variety of statistical and narrative reports, records, and files related to assigned activities and personnel
- Coordination and implementation of employee development program, including, but not limited to, employee onboarding, orientation, mentoring, improvement plans and support
- Attend local, State and regional conferences and training while maintaining current knowledge of technologies, theories, laws and regulations affecting related human resource services.
- Evaluate staff, as assigned
- Other duties, as assigned
- Act as the designee for the Assistant Superintendent, as appropriate

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

[Note for Board: All new requirements listed below based on change to classified management. No teaching or admin credential required.]

- Bachelor's Degree, from an accredited college or university, with major course work in human resources management, business administration or a closely related field, preferred
- Human Resources Certification including PHR or SPHR, desirable
- Masters Degree, desirable
- Five years experience in Human Resources or related field required
- School district experience and knowledge, desirable

## **WORK ENVIRONMENT**

Office environment

School site/district workplace environments

12 month work calendar with occasional travel

## **PHYSICAL REQUIREMENTS:**

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions.*

With or without the use of aids:

1. Ability to lift, carry, push, or pull objects which may exceed 25 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen.
4. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
6. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly.
8. Sufficient physical ability to reach horizontally with arms.

## **PERSONAL QUALITIES:**

1. Adaptability and flexibility to work independently, and as part of a team, in a cooperative and collaborative manner, with minimal supervision.
2. Initiative, good judgement, tact, patience, and confidentiality, and ability to stick with challenges until mastered.
3. Appearance, interpersonal and communication skills which establish a professional role model and example.
4. Ability to meet district standards for physical and mental health.
5. Ability to speak, understand, and write English clearly and accurately.
6. Ability to communicate effectively **with all stakeholders** in a sensitive and effective manner.
7. Ability to work cooperatively and professionally with all stakeholders.
8. Ability to work collaboratively, think creatively, critically and problem-solve independently.

## **WORK YEAR:**

224 **260** Days

## **SALARY:**

**Classified Management Salary Schedule \$90, 920 - \$118,429** (Master's and Doctorate stipend available)

**Board Approved: PENDING**