

Wachusett Regional School District

EXECUTIVE STAFF

JOB DESCRIPTION

TITLE:

Director of Human Resources

QUALIFICATIONS:

The Director shall possess a Bachelors Degree although a Master's Degree is preferred and at least five years of experience in a human resource and/or business/financial management position or other related field. The Director shall possess particular experience in the areas of collective bargaining, labor relations, benefits administration, professional recruitment, the creation and implementation of professional development programs, budget management, food service operations, and public relations. The Director shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

The Superintendent of Schools

PERFORMANCE EVALUATION:

The Director shall be evaluated annually in narrative form based on the goals and objectives established by the Director and the Superintendent.

REPRESENTATION STATUS:

Individual Employment Contract with the District

JOB RESPONSIBILITIES:

The Director of Human Resources is the chief administrative officer of the District and is a member of the Superintendent's Executive Staff. As a member of the Executive Staff, he/she shall provide leadership for the School District, represent the Superintendent as appropriate at official school and community functions, inform the Superintendent of changes in trends, laws, rules, or regulations in his/her areas of expertise, and provide reports to the Superintendent of his/her activities, and as requested. The Director of Human

Resources in conjunction with the Superintendent shall develop annual job goals that will become part of the criteria used to evaluate the Director.

In carrying out these responsibilities, the Director of Human Resources:

1. Develops recommendations for appropriate personnel and public relations policies, including procedures to orient all new employees; procedures for measuring the quality of performance of employees; procedures for a management evaluation system; and, procedures for the recruitment of appropriate non-professional, certified, or professional personnel and to provide for the most cost-effective management of public relations necessary to a productive teaching and learning environment in the District;
2. Administers all district personnel functions including coordinating the personnel activities with other services of the school system; assuming overall responsibility for personnel records and reports as well as job listings, analyses, descriptions, classifications, qualifications, and ratings; completing change of employment status such as promotions, transfers, suspensions, demotions, and dismissals; preparing and maintaining statistical information on all personnel; consulting with the Superintendent on personnel matters when requested; and preparing and administering the Human Resources budget;
3. In conjunction with appropriate District managers, designs and implements a comprehensive Staff Development Program that stimulates both in-service activities and out-of-District educational opportunities designated to maintain and improve the competence of employees;
4. Works cooperatively with various organizations concerned with employment issues including all local, state and federal regulatory agencies, boards, and commissions;
5. Ensures that the District and its personnel policies are in full compliance with appropriate local, state, and federal laws, rules and regulations;
6. Serves at the pleasure of the Superintendent as the chief negotiator and resource person for all negotiations, including maintaining specified negotiated employee contracts and all individual employment contracts of management personnel;
7. Coordinates the employee benefits management functions of the District, including maintenance of an accurate accounting of

employee benefit programs in the areas of group health insurance, disability insurance, retirement, sick leave, personal leave, other leaves of absence, and other related or emerging employee benefit plans;

8. Assists appropriate management personnel in the preparation of recommendations for appointments for the Superintendent and issues contracts, as required, to certified and classified personnel;
9. Develops and maintains personnel handbooks and policy manuals for employees;
10. Counsels any employee who is referred by his/her superior and/or who voluntarily requests an appointment;
11. Supervises the District's insurance programs, including group health and life programs and any liability or other insurance program;
12. Coordinates and participates in the implementation of promotional ideas and activities in support of a comprehensive public relations program to publicize and promote the District's activities and programs for general and specialized audiences;
13. Supervises all aspects of public relations for the District, encompassing a variety of marketing activities that will strengthen the credibility and image of the District; and using all forms of media and communication to build, maintain, and manage the reputation of the District;
14. Researches and evaluates the public relations needs of the District using such tools as surveys or market research;
15. Provides media releases to the public regarding important issues for the District;
16. Prepares and supervises the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, as well as the annual report;
17. Answers inquiries from the media and other outside organizations;
18. Speaks in public at presentations, press conferences, radio and television interviews or meetings;

19. Organizes special events, such as press conferences, exhibitions, recruitment fairs, and tours;
20. Fosters community relations through involvement with the community;
21. Supervises the food service operation in the district; and
22. Conducts other executive staff duties and responsibilities as directed by the Superintendent, including attending school committee meetings and subcommittee meetings as requested or required by the Superintendent; and, any other executive staff function required by the Superintendent.

SUPERVISES:

Manager of Food Service
Administrative Assistant – Human Resources
Administrative Assistant – Benefits
Clerical Staff as assigned
Other support staff as assigned

Updated on 4/24/97
Updated on 12/10/03
Updated on 5/6/05
Updated on 05/16/06

Approved by:

Thomas G. Pandiscio, Superintendent of Schools

Date: 5/16/06