

POSITION OPENING ANNOUNCEMENT

POSITION: Director of Human Resources

EFFECTIVE DATE: Determined based on availability of hired candidate (latest start date is July 1, 2014)

EMPLOYMENT CONDITIONS: Work Day: 8 hrs/day; 260 days/year
Salary: Negotiable, dependent on qualifications & experience

QUALIFICATIONS: See Attached.

RESPONSIBILITIES: See Attached.

APPLICATION REQUIREMENTS: Administrative Application Packet
Letter of Interest
Resume
Three letters of reference

CLOSING DATE: Open until filled

SEND APPLICATION MATERIALS TO: Personnel Department
Deer Park School District No. 414
428 N. Main
P.O. Box 490
Deer Park, WA 99006
(509)464-5500

VERIFICATION OF IDENTITY AND UNITED STATES WORK AUTHORIZATION FORM MUST BE COMPLETED BEFORE EMPLOYMENT COMMENCES.

The Deer Park School District No. 414, an equal opportunity employer, complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer & Section 504/ADA Coordinator: Becky Cooke, at P.O. Box 490, Deer Park, WA 99006; (509)464-5500.

DIRECTOR OF HUMAN RESOURCES

Deer Park School District No. 414

Summary Job Description

This position provides leadership, coordination, and technical support of the District's Human Resources management and reporting. The Director of Human Resources is responsible for the following HR functions: coordination of the hiring and intake of district employees, including postings, screening/interviewing, credential verification and maintenance, and contracts; monitoring and compliance with local, state and federal requirements and reporting; implementation of Collective Bargaining Agreements, as well as participation in negotiation; responsive to ever changing rules and regulations related to employee management.

QUALIFICATIONS:

1. Teaching certificate or related college degree required.
2. Human resources experience in a public school setting preferred
3. Must have knowledge of:
 - a. Laws and legal standards pertaining to employee relations and human resources management.
 - b. Effective employee discipline methods and practices, including investigations.
 - c. Current and emerging HR functions, processes, principles and practices.
4. Must have demonstrated the ability to consistently:
 - a. Work in an open, collaborative style that fosters a sense of teamwork and professionalism.
 - b. Act with integrity, honesty, and diplomacy.
 - c. Interact with people inside and outside the district with exemplary people skills, exhibiting a positive, approachable, and professional demeanor.
 - d. Meet multiple demands in a pressure situation and maintain high levels of quality work.
 - e. Communicate clearly, both orally and in writing.
 - f. Maintain high attention to detail and perform mathematical and technical calculations.
 - g. Develop and manage various office systems.
 - h. Work independently, with minimal supervision, and be able to work as a team member and promote a team environment.
 - i. Maintain confidentiality and sensitivity related to personnel issues and hiring practices.
 - j. Utilize analytical, logical problem solving skills.
5. Experience and proficiency in the use of computer applications and software.

MAJOR RESPONSIBILITIES/KEY FUNCTIONS:

1. Provide leadership and direction pertaining to all matters related to District personnel.
2. Develop and maintain a comprehensive working knowledge of personnel reporting software (Skyward).
3. Maintain a working knowledge of personnel certification and Affirmative Action regulations as required by local, state and federal requirements.
4. Serve as a resource and provide guidance to administrators on personnel issues.
5. Assist in preparation for and participation in collective bargaining.
6. Assist in and coordinate the development of policies and procedure related to personnel.
7. Maintain hiring procedures and work with administrators to manage and coordinate all hiring processes.
8. Manage personnel files, to include credentials, clock hours, evaluations, contracts, credits for certificated and classified personnel as required by the state.
9. Assist in personnel budgeting.
10. Develop and coordinate new employee and substitute orientation. Coordinate training on safety, legal, student, financial, and employee responsibilities and issues.
11. Maintain current job descriptions for all positions.
12. Process certified and classified base contracts, supplemental contracts and stipends.
13. Coordinate substitute program: advertise, select, orient, process records (fingerprinting, evaluations, etc.)
14. Responsible for personnel requirements as found in collective bargaining agreements and district policy and Procedures.
15. Provide personnel data for district, state and federal reports and surveys.
16. Other duties as assigned.