

Position:	Director of Human Resources/Systems Support
Term:	Full-Time/12 Month
Classification:	Exempt
Location:	Administration Building
Qualifications:	Administrative Certificate issued by DESE, preferred. Master's Degree or equivalent in a related field; or four to ten years related experience and/or training; Equivalent combination of education and experience Strong background and experience in labor relations, employment law, employee benefit administration and compensation programs Knowledge of a high performing classroom preferred. Experience of research and development of a strategic plan
Supervisory:	Yes
Reports to:	Superintendent

Responsibilities:

Support all duties necessary to ensure that human resource activities, including project support service functions, are performed in a timely and efficient manner. Provide performance and process data requirements to support program evaluation and inform a systems approach to school improvement. Assist with overall management and operations of district communications.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities align to the District Strategic Plan while conforming to district, state and federal guidelines.

Essential Functions:

- Administer employment policies and practices.

- Monitor compliance with federal, state, and local labor laws and regulations.
- Manage staff and associated HR budgets.
- Support departments on HR projects and issues.
- Research area compensation and benefit practices.
- Educate staff about benefits and personnel policies.
- Conduct staff grievance hearings.
- Promote and train staff in customer service skills.
- Promote working relationships and problem-solving models as needed.
- Communicate with staff, public and civic groups.
- Have the skills and abilities to successfully lead human resource activities in a medium to large organization while maintaining the trust and respect of staff and external constituencies.
- Have excellent communication (written and verbal) and interpersonal skills.
- Carry/share the culture of the organization.
- Provide meaningful, clear and accessible information to all stakeholders through a variety of mediums.
- Build the credibility of and trust in the District through transparency and timeliness of accurate information.
- Approval of outside publications dissemination.
- Collect and interpret strategic improvement data to staff and community in a way that supports collaborative planning and effective implementation.
- Measure improvement trends.
- Systematically communicate progress to staff, teams, families, and other key partners.
- Design, implement and analyze a system for developing and improving customer, stakeholder and supplier relationships as well as for monitoring internal and external satisfaction.
- Assist various departments in their efforts to demonstrate educational program effectiveness.
- Carry out all other duties as assigned.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The employee frequently is required to stand or sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The individual must be able to travel between district facilities.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.