Position: Director of Human Resources and Policy Development

Reports to: CHSD Business Manager

Job Summary

To supervise the implementation and direction of an effective human resources program for all employees of the district and recommend updates to the district policy manual. Administer all aspects of human resources including: recruitment, staffing, new hire employment requirements, personnel policies, regulatory compliance, benefits administration, leaves, compensation, and workers compensation and employee relations. Maintain and recommend new policies and updates to current policies within the district policy manual.

Essential Functions

- Supervise, evaluate and provide guidance to district leadership team to project staffing needs.
- Set standards for the interviewing process and oversee the hiring and onboarding of new employees in conformance with local, state and federal laws, as well as policy and procedure.
- Work with the Superintendent to draft, edit and implement Board Policies and administrative procedures.
- Review, update and maintain Support Staff Handbook.
- Oversee the administration of all benefits offered to employees.
- Resolve personnel matters in a consistent manner and counsel employees concerning leave of absence, transfers, and sabbaticals.
- Counsel and assist leadership team in employee matters such as hiring, termination, seniority, furloughs/demotions, and disciplinary actions.
- Provide guidance and support with implementing new laws and initiatives affecting staffing and personnel.
- Conduct employee investigations if/when necessary as per Board policy and regulations.
- Review monthly personnel items for inclusion in the Board meeting agendas, including, but not limited to, employment recommendations, terminations, transfers, leaves of absence, salary and scale changes and miscellaneous items.
- Provide employment data for audits, surveys, employment verifications, etc.
- Ensure the maintenance, safe keeping, and confidentiality of all personnel files and records in compliance with applicable laws.
• Oversee all facets of administrator/teacher certification including emergency certification, and prepare and provide reports to PDE as required.
• Upon request, sit as a member of interview teams during the hiring of staff.
• Administer employee orientation programs for new employees.
• In collaboration with the leadership team, develop in-service training programs for employees.
• Maintain expertise on all federal, state, and local laws and regulations; board policies; and procedures that affect the district human resource operations; administer the personnel aspects of Section 504 of the Rehabilitation Act of 1973, Title I (Employment) of Americans with Disabilities of 1990 and its Amendments; Act as Compliance Officer and Title IX Coordinator for staff issues.
• Provide guidance and direction on performance matters and the evaluation process; maintain the performance evaluation system for support staff.
• Track all State and Federal background checks and clearances for the purposes of employment.
• Maintain employee compensation program for all support staff employees.
• Oversee workers compensation and unemployment compensation.
• Lead the Workplace Safety Committee in coordination with workers compensation.
• Provide employees with information on school district benefits.
• Draft, review, and edit ADA-compliant job descriptions and ensure compliance with employment laws.
• Draft, review and edit district policies and ensure compliance with federal, state and local laws.

**Additional Responsibilities**

• Attend and participate in School Board meetings as required.
• Represent the district and actively participate in professional associations; seek out and participate in professional development programs.
• Perform other duties as assigned.

**Qualifications**

Bachelor’s Degree in Human Resources or Business Management required. Minimum of five (5) years prior experience in Human Resources leadership preferred. Prior experience in PA K-12 public schools preferred. Knowledge of and experience implementing local, state, and federal laws affecting the human resources function (ACA, ADAA, FMLA, HIPAA, UC, WC, etc.) required
Physical Requirements

Position requires stooping, crouching, reaching with hands and arms, standing in a stationary position, walking at moderate speeds, use of fingers. Person must be able to communicate verbally and to hear with no more than a 40-decibel loss. Vision clarity of near, far and mid-range vision is needed (less than 20 inches and more than 20 feet). Depth perception, ability to focus on objects clearly, with field of vision and ability to identify colors is recommended.

Reasonable accommodations under Physical Requirements will be in compliance with the Americans with Disabilities Act (ADA).

Employee signature ________________________________ Date __________________

Supervisor signature ________________________________ Date __________________

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