

## SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

**Position Title:** Director of Human Resources

**Employee Status:** Individual Employment Contract

**Length of Work Year:** 260 days

**Reports to:** Superintendent

**Supervises:** Human Resources Staff

**Job Goal:** The Director of Human Resources plays a pivotal role in overseeing all aspects of human resources operation within the district. The Director must strategically plan, supervise and coordinate the functions of the human resources department to ensure an efficient operation, which will satisfy the goals and objectives of the district. The Director must be innovative and knowledgeable of current and future trends within the industry. The Director will be responsible for maintaining positive labor relations inclusive of all employee groups. The Director will serve as an active member of the School Districts Core (Executive) Team.

### **Essential Functions:**

1. **Strategic Planning** – Develop and implement human resources strategies aligned with the goals and objectives of the school district.
2. **Employee Relations** – Serve as the primary contact for employee relations matters, providing guidance and support to both district leadership and staff. This includes addressing grievances, conflicts and disciplinary issues in accordance with district policies, collective bargaining agreements and applicable law.
3. **Labor Relations** – Manage relationships with labor unions representing district employees and resolving conflicts and disputes in a fair and collaborative manner. Lead district efforts for contract negotiations, inclusive of research of local trends and survey of district leadership team. In conjunction with Core team, provide recommendations and develop a strategy for bargaining. Confirm that recommendations are compliant with applicable laws, policies, and practices current or past.
4. **Recruitment and Selection** – Oversee the recruitment, selection and hiring process for all district positions, ensuring compliance with applicable laws, regulations, and policies. Develop strategies to attract top talent, inclusive of attendance at job fairs and use of technology, social and mass media.
5. **Onboarding** – Develop and maintain an effective process for onboarding of all district employees. Ensure that all like employees receive the requisite information, in a repeatable format that ensures understanding and accountability. Maximize efficiency through the use of technology. Monitor the program to make adjustments as needs change.

6. **Performance Management** – Develop and implement performance management processes to assess employee performance, provide feedback, and support professional development initiatives.
7. **Compensation and Benefits** – Administer compensation and benefits programs, including salary administration, employee insurance, retirement plans, and other fringe benefits. Monitor market trends and recommend adjustments to ensure competitiveness and equity.
8. **Compliance** – Stay abreast of federal, state, and local laws and regulations pertaining to employment and labor relations. Ensure compliance with all relevant statutes, including but not limited to Title IX, ADA, FMLA, FLSA and EEOC. Ensure compliance with district policy and collective bargaining agreements.
9. **Training and Development** – Identify training needs and develop programs to enhance skills and capabilities of employees at all levels of the organization. Foster a culture of continuous learning and professional growth.
10. **Policy Development** – Collaborate with district leadership to develop, review, and update human resources policies and procedures to reflect best practices and promote a positive work environment.
11. **Team Member Engagement** – Lead district efforts related to team member engagement activities, inclusive of management of surveys, check in's and interviews (Stay & Exit). Record and process data and reports as requested.
12. **Data Management**- Oversee the maintenance of accurate and up to date employee records, HRIS Systems and other relevant databases. Generate reports and analytics to support data-driven decision-making processes.
13. **School Board Policy Administrator** – Serve as the administrative support for the school board policy committee. Scheduling, attending, and leading all policy committee meetings, inclusive of researching policy updates, preparation of the agenda and presenting at policy committee meetings and school board meetings as needed or requested.
14. **School Board Responsibilities** –Attend all regular school board meetings and committee meetings as requested. Provide input or feedback and make presentations before the board in both public and private meetings as required.
15. **Workforce Programs** -Oversee the district unemployment and workers compensation programs, develop, and maintain a relationship with the unemployment compensation group (Currently Interstate Tax Service), providing information and attending hearings as required.
16. **Other Duties as assigned.**

### **Qualifications:**

Bachelors degree in Management, Human Resources, or a related field. Masters degree, J.D. or SHRM certification preferred.

Minimum of 5 years of progressive experience in human resources management, preferably in a public school or educational setting.

Demonstrated expertise in labor relations, including experience negotiating collective bargaining agreements and grievance resolution.

Demonstrated knowledge of employment law, federal, state and local laws and regulations.

Excellent communication, interpersonal, and presentation skills.

Proven ability to lead and develop a diverse team of HR professionals.

Manage large-scale projects and initiatives with autonomy.

Exceptional organizational skills and attention to detail.

Technological proficiency including mastery of Office Suite Software and HRIS Systems.

Demonstrated drive and initiative.

Demonstrated strategic thinker who can contribute to a high functioning leadership team.

Reliable transportation.

**Working Conditions:**

This position operates in a professional office environment and is required to travel to multiple local school facilities and beyond for meetings, trainings and in-service.

This position requires occasional distant travel which may require overnight stays as required for meetings, conferences, or training sessions.

This position requires frequent work beyond the standard workday, to include weekends and holidays.

**PHYSICAL/MENTAL/ENVIRONMENTAL DEMANDS:**

**Physical Demands:**

Sitting for limited periods of time

100% physically active, standing and walking for extended periods of time

Occasional bending, crouching, stooping, twisting, reaching and grasping

Manual dexterity and repetitive movement of fingers and hands for keyboarding

Ability to climb stairs

Some lifting, up to 25 pounds

**Sensory Abilities:**

Normal/corrected vision

Ability to speak clearly and distinctly

Normal/corrected hearing

**Temperament:**

Ability to work cooperatively as part of a team

Must have a positive attitude, cooperative spirit, and sensitivity in relating to student, staff, parents and community

Ability to work with limited supervision

**Mental Demands:**

Ability to interpret detailed written and verbal communications

Ability to perform basic math skills

Ability to use word processing software

**Environment:**

School settings, including offices, classrooms, hallways, cafeteria and school grounds, as well as neighborhood/community

Ability to travel to other locations for training and meetings