



# Camp Hill School District Job Description

**Position:** Director of Human Resources

**Reports to:** CHSD Director of Business & Operations

## 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.

## Essential Functions

- Supervise, evaluate and provide guidance to district leadership team to project staffing needs.
- Coordinate the job application process (posting, interviewing, selecting, etc.)
- 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.
- Assist in maintaining and recommending new policies and updates to current policies within the district policy manual.
- Review, update and maintain Support Staff Handbook.
- Oversee the administration of all benefits offered to employees, to include but limited to, overseeing open enrollment, appropriate billing and PSERS Administration.
- 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 employee, including new teacher induction. Manage the onboarding of all 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.
- ✓ Support the Director of Business & Operations in management of the Budget, Finance & Personnel Committee.
- ✓ Track all State and Federal background checks and clearances for the purposes of employment, volunteers, etc.
- ✓ 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.
- ✓ Work closely with the District Accountant to ensure employee information is correct and updated in the CSIU Financial Information System.
- ✓ Draft, review, and edit ADA-compliant job descriptions and ensure compliance with employment laws.
- ✓ Assist, draft, review and edit district policies and ensure compliance with federal, state and local laws.

### **Additional Responsibilities**

- ✓ Attend and participate in School Board meetings.
- ✓ Draft School Board meeting minutes for the School Board Secretary's approval.
- ✓ 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 preferred.  
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 hand and arm, 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).*

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Employee signature

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Date

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Supervisor signature

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Date