DEFINITION: Under direction, assists the Superintendent substantially and effectively by providing leadership for the planning, development, maintenance, and evaluation of the district’s human resources management system to support and facilitate successful educational programs throughout the district with a focus on supporting and improving instruction and supporting effective evaluations.

DISTINGUISHING CHARACTERISTICS: This is an experienced position and the incumbent is able to perform the full range of duties of the position.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Some essential functions may be appropriately delegated to Human Resources staff.)

- Support principals in the implementation of the Nevada Educator Performance Framework (NEPF) teacher evaluation system, to include assisting with teacher evaluations, when necessary.

- Direct, coordinate, and review the work plan for Human Resources services; meet with staff to identify and resolve problems, assign work activities and projects, and monitor workflow.

- Ensure human resources provides excellent customer service, responds efficiently to inquiries, and builds sustainable relationships and trust with District employees through open and interactive communication.

- Coordinate recruitment, selection, and employment of personnel, with a focus on recruitment of positions that are hard to fill such as teachers, bus drivers, and substitutes.

- Plan, direct, and monitor the application and employment process of licensed and classified employees.

- Plan and direct employee benefits programs.

- Maintain liaison with university placement offices.

- Develop and conduct orientation program for new employees.

- Serve as custodian of all regular and confidential personnel records.

- Develop and maintain personnel forms, methods, and procedures.

- Assist in the development and implementation of district policies and procedures.

- Assist in the collective bargaining process and in the administration of all negotiated contracts in accordance with Nevada Revised Statute 288.

- Meet with and respond to concerns of bargaining units regarding the negotiated Agreement to include grievances and arbitrations, ensuring timelines are met.

- Represent the district in personnel matters and ensure compliance with Nevada Revised Statute 391.

- Direct and coordinate all elements of employee discipline process, including termination of employment.
• Coordinate and direct any reductions in force that may be necessary due to financial constraints.

• Conduct investigation of complaints in a timely manner pursuant to board policy.

• Coordinate the development of job descriptions and evaluation systems.

• Make recommendations regarding necessary changes in personnel management and administration.

• Direct and monitor the processing of leave requests in accordance with law, regulation, and district policy.

• Coordinate and observe employment interviews for all personnel, conduct exit interviews for personnel and other conferences related to the personnel function.

• Counsel and advise applicants and probationary/permanent employees.

• Plan, direct, and monitor employee benefits programs including the coordination of voluntary benefit programs and insurance for current and retired employees.

• Coordinate and ensure timely processing of workers’ compensation claims; evaluate accident reports to determine accuracy and completeness and to ensure adequate investigation; ensure that the District is in compliance with applicable laws and regulations; provide training and guidance to claims coordinators at all sites.

• Develop and maintain risk management program for the District; train all staff regarding on the job injury/illness procedures and processes.

• Prepare or review all personnel reports for State and Federal reporting requirements.

• Participate in the development of the District budget by identification of staffing requirements.

• Work closely with Director of Business Services to ensure seamless workflow for all employee updates pertaining to position changes, benefits, updates, and salary changes. Ensure newly hired or recently termed employees are processed timely to insure accurate payouts and payroll records.

• Monitor and assist teachers in the renewal of their licenses, notifying them in ample time for the need to renew.

• Develop and implement a mentoring program for new or probationary licensed employees. Observe and provide mentoring support for struggling teachers and administrators.

• Assist principals in the development of teacher improvement plans for teachers whose evaluations place them at developing or inefficient on the NEPF.

• Act as Liaison between Evalu-wise providers and administrators; providing updates, training and feedback.

• Continue development and training of staff on the use of online resources to include Appli-Track, Evalu-wise and Infinite Visions to provide seamless communication with applicants, principals, and the business office.
• Coordinate with PoolPact for Employee Assistance Programs, updates of State and Federal Regulations and updated Human Resource issues.

• Represent the District’s interests at State, Regional, and National meetings.

• Keep abreast of changes to the State of Nevada Commission on Professional Standards (COPS) licensure regulations.

**POSITION EXPECTATIONS:**

1. Knowledge of modern and current practices related to the recruitment, selection, and assignment of personnel;
2. Knowledge of all aspects of human resources operations in a school district and the dynamics of human resources management;
3. Understanding and experience of current and traditional methods of collective bargaining;
4. Knowledge of the evaluation and discipline process and compliance with Nevada Revised Statute 391;
5. Knowledge of the principles of supervision and management; school district policy and procedure development;
6. Use high level interpersonal skills with tact, patience, and courtesy in order to maintain effective working relationships.
7. Knowledge of Nevada school law, federal regulations, and state regulations pertaining to education and personnel;
8. Ability to handle highly sensitive personnel matters in a timely and professional manner;
9. Problem-solve, plan, supervise, organize, and schedule; interpret and explain changes in current human resources laws relating to district personnel;
10. Possess moderate to advanced computer/technological skills, including e-mail, spreadsheets and databases;
11. Conduct investigations as necessary;
12. Effectively communicate district policies and procedures to new and existing employees;
13. Manage and direct the district’s human resources program;
14. Work independently and without close supervision;
15. Handle multiple assignments and problem solve to meet established deadlines;
16. Communicate complex concepts or statutes effectively with all people contacted in the work environment, including staff and the general public;
17. Read, interpret, apply, and explain rules, regulations, policies, and procedures;

**Experience and Training:** Any combination of training, education, and experience that would provide the required knowledge and abilities. Three years of progressively responsible human resources experience OR an equivalent amount of experience and education. Alternatively, extensive administrative experience in the District and the ability to learn the area of human resources.

The successful applicant will possess a current Nevada education administrator’s license or be able to obtain one within a few months.

**PHYSICAL REQUIREMENTS:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required. In compliance with applicable disability laws, reasonable accommodations
may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:** Work is performed under the following conditions: Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

**FLSA Status:** Exempt