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Job Title: Director of Human Resources
 Department: Human Resources
 Reports To: Superintendent

Summary:

The Director of Employee Relations is a strategic thinker that contributes to the creation of a positive employee experience by directing the day-to-day activities and services of Employee Relations, including employee misconduct investigations; performance management; mediation; grievance resolution; dismissal proceedings; non-renewal proceedings; unemployment hearings; workers' compensation; and disability; Equal Employment Opportunity (EEO) compliance; federal, state, and school system compliance programs; policy development and interpretation; and internal Human Resources communication.

Essential Duties and Responsibilities:

Talent Recruitment and Onboarding:

- Oversees the district's hiring process.
- Ensures positions have ongoing open postings online.
- Supports the active recruitment of highly competitive candidates who reflect the diversity of Dover.
- Trains interviewers on required skills and checks references on potential staff.
- Reviews job descriptions with administrators and support staff members and assures that job descriptions are updated to reflect current job responsibilities.
- Evaluates transcripts for salary advancement and oversees tuition reimbursement.
- Manages and oversees all aspects of the criminal background checks on all new employees.
- Consults with Superintendent, Directors and Principals in the assignment of personnel.
- Ensures licensure and credentials of all new hires prior to school board nominations.
- Oversees compliance with Site Based Learning Plans and alternative certifications.
- Initiates, supports, and participates in staff development and orientation programs for all new employees.

Employee Experience and Support:

- Administers all payroll and employee benefit programs and supervises the payroll and benefits coordinator.
- Monitors NH-ED licenses and OPLC credentials of all professional educators.
- Monitors the licenses of all other support personnel, including the educational requirements for paraprofessionals; ensures that all licenses and endorsements are up to date and entered in the district's software system.
- Monitors staff attendance and creates attendance reports for the Superintendent.
- Oversees processing of disability, workers' compensation, FMLA and unemployment claims.
- Oversees the development and implementation of employee ADA plans.
- Interprets and implements school board policies related to employees.
- Interprets and communicates to school employees regarding personnel policies, regulations, and practices.
- Prepares or directs the preparation and distribution of publications (newsletter, employee handbook) relating to human resources issues.
- Keeps school system personnel and human resources personnel informed and updated on relevant procedures, practices, policies, and developments affecting personnel issues.

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- Monitors district-wide employee assistance program data.

Negotiations/Conduct/Dispute Resolution:

- Supervises investigations regarding employee misconduct, grievance processes and hearings, and complaints. Analyzes evidence, facts, and applicable laws, regulations, policy, and precedent decisions to facilitate appropriate resolution of issues or to recommend options to the Superintendent. Ensures that administrators and employees are provided direction regarding employee disciplinary actions and procedures.
- In conjunction with Superintendent and building Principals, facilitates, when needed, the discipline of staff members using a progressive discipline model.
- Assists principals and other supervisors with the supervision and evaluation of staff members who are exhibiting unsatisfactory work.
- Negotiates and administers agreements and all union contracts.
- Investigates and equitably processes employee complaints and union grievance. Generally, serves as Level II hearing officer for all union grievances.
- Supports school-based administrators and other supervisors on the appropriate and corrective actions necessary to improve behaviors and performances, including creating action/improvement plans and documenting performance problems. Negotiates resignations and pursues non-renewals of contracts at the direction of the Superintendent. Prepares correspondence on adverse action regarding employee performance.

Professional Responsibilities:

- Advises the Superintendent on federal and state legislative matters and on matters of personnel policy/procedures.
- Oversees and assists with all aspects of professional retirements, including meeting with prospective retirees, completing required retirement applications.
- Confers with School Board attorney on complex legal matters, including employee-related lawsuits and Equal Employment Opportunity Commission (EEOC), Office of Civil Rights (OCR) and Retaliatory Employment Discrimination Act (REDA) claims.
- Researches and analyzes relevant laws, regulations, policies, and precedent decisions to prepare for and advise management regarding employee relations and general human resources issues.
- Collects data in an accurate and efficient manner to prepare numerous reports for local, state, and federal.
- Attends and participates in meetings with senior leadership to address issues as they relate to assigned areas, including planning and coordinating with other departments and within department areas.
- Maintains contact with outside organizations for the purpose of obtaining pertinent personnel information, addressing related issues, enhancing communication with the school district, and promoting support for the school district from the community.
- Maintain compliance with all district policies and procedures.
- Performs all other related administrative duties as so directed by the Superintendent.

Education Requirements:

Master's degree required: Master's degree in School Administration, Human Resources Management or other equivalent area of study.

Certification/Licensure/Experience Requirements:

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Teacher certification and/or principal certification preferred, and a minimum of seven years of successful experience and demonstrated excellence as an administrator in human resources, or as a school-level or central office-level administrator.

- Comprehensive knowledge and understanding of the policies, procedures, and laws concerning employee relations, separation, and investigative procedures for public school system and human resources programs.
- Comprehensive knowledge of federal, state, and local laws and regulations applicable to school system human resources programs.
- Strong knowledge of Human Resources law.
- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- Demonstrated coaching, counseling, and conflict-resolution skills.
- Ability to implement, review, and comply with federal and state laws and district policies, procedures, and standards.
- Demonstrable high energy, motivation, and great enthusiasm for human resource-related tasks while understanding the importance and time commitment required.
- Ability to establish and maintain effective working relationships with school officials, school administrators, teachers, support staff, and other community groups.
- Knowledge of and ability to lead people through a change process.
- Out-of-the-box and forward thinker to move district initiatives forward.
- Excellent team-management abilities.
- Excellent communication and interpersonal skills with the ability to foster long-term relationships (with internal teams, external partners, prospective candidates, and a wide variety of diverse stakeholders).
- Highly skilled in mediation and restorative practices.
- Demonstrable organizational skills and keen attention to detail.
- Ability to follow-up and follow through on a wide range of complex tasks.
- Ability to use technology to communicate effectively and professionally, organize information, and produce high-quality products.

Working Conditions, Environment, and Physical Requirements:

Qualified applicants will possess good oral and written communication skills, organizational skills, problem solving, and consultation and collaboration skills. Oral and written communication is required for sharing information with staff and parents. Computer processing and data entry are required for this position. Visual acuity and hearing are required for the delivery of assessment, intervention, and consultation services. Occasional lifting of materials and equipment of less than 25 pounds and assisting with students may be required. The ability to maintain emotional control under stress and work with multiple deadlines, a variety of people and personnel, and frequent interruptions is required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.