

Leander ISD:

Executive Director, Human Resources

<http://www.leanderisd.org/default.aspx?name=hr.careers>

Salary Range: Competitive Salary + Approved Work Experience

Full Time

226 Day/Year

PRIMARY PURPOSE:

To provide strategic consulting and assistance to the secondary campus administrators and staff regarding talent acquisition and management, employee relations, and operations. Train, develop, advise, coach and make recommendations to secondary campus administrators on issues pertaining to performance, staffing, employee relations and related matters.

MAJOR RESPONSIBILITIES AND DUTIES:

- Lead Human Resources staff to deliver services aligned with strategic goals, monitor and adjust procedures to meet changing environment and optimize efficiency.
- Communicate and collaborate between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction.
- Translate core organizational beliefs and values into action through personal leadership and example; oversee resource allocation to effectively support district goals; and implement/maintain accountability measures of/for assigned area.
- Oversee the strategic talent acquisition and management plan for the district, including creating a diverse and effective workforce to provide outstanding teaching to students.
- Develop effective staffing, recruiting, and retention strategies to ensure integration of vertical and horizontal systems to support high student achievement and customer satisfaction.
- Assist with compiling and reporting projections of staffing need and ensure that all staff is certified appropriately and have appropriate credentials for assignments.
- Identify optimum recruiting opportunities and represent the district at key recruiting fairs and events including university recruiter panels.
- Work cooperatively with principals and staff to help in the selection of applicants for teacher staffing.
- Develop and maintain active relationships with college and university career teacher preparation officials and placement offices, Regional Education Service Center staff, professional associations, and other recruiting resource organizations.
- Coordinate, review, design, modify as needed, the monitoring of criminal history/fingerprinting reviews.
- Work closely with the Assistant Superintendent for Human Resources to investigate allegations involving non-campus employees.
- Conduct investigations of employee, parent and community complaints.
- Support administrators and managers in the development of appropriate and legally-sound employee performance documentation.
- Provide direction, guidance and counseling to administrators and employees regarding resolution of problems, interpretation of policies and procedures, application of corrective action and issues related to cases.
- Assist legal counsel in preparation of complex cases that involve potential lawsuits against the district.

- Respond to all EEOC and Texas Commission on Human Rights (TCHR) charges in a timely manner and participate in other employee hearings as needed.
- Develop, coordinate, and conduct employee/employer relations training programs on issues such as equal employment opportunity, sexual harassment, counseling or disciplinary procedures.
- Research cases, gather supporting documentation, and prepare written responses with recommendations for appropriate action in a timely manner.
- Implement policies associated with and oversee processing of employee complaints.
- Interview individuals, witnesses, and representatives involved in allegations and maintain contact until resolution of situation.
- Maintain appropriate and thorough employee complaint and investigation case documentation.
- Assist in monitor employee evaluations completion for secondary campus employees.
- Develop and automate Human Resource Services systems and other processes.
- Coordinate departmental activities with other district offices/administrators; provide assistance to requesting departments; and, represent the department in meetings involving district, community or state agency/association representatives.
- Direct all activities relative to the storage, retrieval, and modification of human resource data in oversight area including, coordinating, reviewing, designing and modifying processes and procedures.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervise Senior Sr HR Specialist - Staffing, Certification Officer, Staffing Support Specialist, and the HR Records Specialists.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in human resources, education or related field required.
- Experience as a public school administrator preferred.
- Progressively responsible experience in managing human resource or employee relation programs with extensive background in investigative procedures related to employment and managing employees.

Knowledge/Skills/Abilities:

- Knowledge of conducting formal investigations; best practice human resource methods and practices; human resource budgeting principles and practices; federal and state labor standards, guidelines and regulations; acceptable supervisory practices; and TEA, TASB, and related Texas rules, regulations.
- Skill in mediation and conflict resolution; project management; consulting with diverse groups utilizing tact and diplomacy, both verbally and in writing; developing and presenting

training modules related to employment areas; employee grievance resolution and appeals processes; implementing communication and collaboration between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction; leading efforts to design, implement, measure and improve programs and services; making oral and written presentations; planning and coordinating comprehensive human resource services and programs; researching and analyzing data and reports; and writing investigative reports including findings, facts, and recommendations.

- Ability to communicate effectively; build effective working relationships across a diverse organization; effectively respond to inquiries and complaints in a timely manner; problem-solve using sound judgment in decision-making; meet frequent and changing deadlines with a high attention to detail; multi-task; manage multiple priorities and projects; manage assigned staff, including evaluating job performance and developing training opportunities and/or improvement plans; plan and present effective training for large groups and apply continuous improvement philosophy; analyze/interpret data and statistics; and operate personal computer, word processing, spreadsheet software packages.

Mental/Physical/Environmental Demands:

- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or public. Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints; organize and prioritize work schedules of others on long-term basis; make decisions which have significant impact on the department's credibility, operations and services; compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area; formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations. Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models; work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel; handle difficult conversations and deescalate employees, staff, and parents; work with frequent interruptions, and maintain emotional control under stress.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching; and occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel; work with frequent interruptions; and maintain emotional control under stress.