

Director of Human Resources

Title: Director of Human Resources

Reports to: Superintendents in shared districts (Central Lyon, Rock Valley & West Lyon CSD)

Contract: Salary: Competitive Salary and Benefit Package
Length: Part-time, 3 days per week for 12 months

Job Summary:

This position coordinates the human resource functions for three school districts regarding policy development and assisting the business office and supervisors in their human resource endeavors.

Responsibilities:

- Review and update employee handbook, job descriptions, and employee evaluation systems
- Review and update School Board Policies
- Coordinate electronic application process, and review advertising and posting of open positions
- Recruit, screen and assist with the employment process
- Review and improve new hire orientation/on-boarding processes
- Facilitate employee training and continuous improvement efforts
- Review yearly staffing lists and contracts for accuracy
- Network with other districts in the state
- Actively support all supervisors in personnel issues
- Other duties as assigned by superintendents

Knowledge, Skills and Abilities:

- Establish and maintain effective working relationships with students, staff, and school community
- Demonstrate effective communication by speaking clearly and concisely both in oral and written formats
- Perform duties with awareness of all district requirements and Board of Education Policies
- Apply technology to the position to make it more efficient and effective

Qualifications:

- Prior human resource or school business experience preferred, but not required.

Other Duties for HR Director:

- post and update approved job postings internally and on Teachlowa
- collect new/updated employee paperwork
- process background checks
- process new/updated information for employees in Software Unlimited/Grantwood, Frontline
- enter employee contracts in Software Unlimited/Grantwood
- process employee benefit enrollment and changes (403(b), insurance, etc)
- monitor employee leave requests to ensure compliance with FMLA and process FMLA requests
- monitor vacation sellback
- workers compensation - EMC
- create/maintain job descriptions
- create/maintain employee handbooks
- prepare employee contracts
- maintain applications and personnel records in accordance with state and federal guidelines, equal employment opportunity, Title IX, affirmative action regulations and guidelines
- update employee notifications (posters, 403(b) emails, etc)
- Fall BEDS Staff reporting in EdPortal