



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Director of Human Resources

**Employee Group:** Administration

**Contract Length:** 261 days

**FLSA:** Exempt

**Supervisory Responsibilities:** Benefits Specialist

Payroll Specialist

Benefits and Payroll Specialist

Administrative Assistants to Dir. of HR

**Reports to:** Executive Director of Operations

#### **Qualifications:**

1. Master's Degree, MBA or advanced degree
2. Minimum of 5 years in human resources administration including recruitment and selection, compensation, and policy implementation
3. Demonstrates strong skills in financial management

Preferred Qualifications:

K-12 school experience

#### **Position Summary:**

The Director of Human Resources provides leadership, strategic vision and support to district departments and schools to ensure alignment with the District strategic plan and goals. Assumes primary responsibility for the development and administration of personnel programs of the district; staffing, recruitment, hiring, orientation, compensation and benefits, administration of employee guidelines and negotiated agreements, oversight and counsel regarding compliance with employment laws and regulations, and supervision/evaluation of staff.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

- A. Leadership  
The Director of Human Resources will:

- Support the vision for the district that is articulated by the District Administrator.
- Review and recommend policies to be adopted concerning district personnel.
- Ensure the involvement of staff in shared decision-making under administrative leadership.
- Gather and analyze data to inform decision making and for making recommendations to the board.
- Model principles of self-awareness, reflective practice, transparency, ethical and professional behavior.
- Gather input and data from staff on their own performance.
- Serve as the administrative liaison to the Board Human Resources Committee.
- Chair the district Insurance Committee.

#### B. Human Relations

The Director of Human Resources will:

- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, Board members, community members and staff.
- Respond to inquiries from a variety of stakeholders for identifying relevant issues and recommending or implementing action plans.
- Involve stakeholders in gathering and disseminating information related to school and district programs and policies.
- Develop and employ constructive problem-solving strategies with staff, supervisors and colleagues in the district.
- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians, staff and the community.

#### C. Talent Acquisition

The Director of Human Resources will:

- Oversee the recruitment and selection process for all regular and substitute district employees, including: posting and advertising vacancies, identifying potential candidates by reviewing and screening applications, monitoring and participating in the selection process to ensure legal and effective procedures, ensuring that background checks and reference checks have been completed, and maintaining applicant files.
- Serve as the district liaison to community programs, agencies and university teacher education programs for the recruitment and placement of employees and student teachers.
- Collaborate with the Director of Business Services to establish and maintain competitive and affordable total compensation planning for all levels of District staff.
- Coordinate the revisions of job descriptions.

#### D. Total Rewards

##### 1. Negotiations, Agreements, and Wages

The Director of Human Resources will:

- Work with the District Administrator, the Board, and the Executive Director of Operations in the negotiation process with any represented staff, serving as the district spokesperson.
- Formulate and suggest compensation proposals to the Board and analyze proposals made by stakeholders, suggesting general directions and strategy.
- Maintain updated staff handbooks and negotiated agreements, and distribute them to appropriate personnel.
- Use negotiated agreements, handbooks, district policy and practice to place new employees into the district compensation plan.

##### 2. Employee Benefits

The Director of Human Resources will:

- Oversee enrollment, changes and termination of employees for the district's health, dental, life, long-term disability, and other plans.
- Serve as a resource person for staff on the district's employee benefit programs including health insurance, life insurance, disability insurance, retirement plans, dental insurance, vision insurance, prescription coverage, sick leave, personal leave, vacation, and leaves of absence.
- Monitor benefit administration to ensure that benefits are provided in a consistent manner and conform to plan documents, state and federal legislation.
- Administer the district's leave programs and ensure that the district is in compliance with applicable laws. Maintain a balance between providing appropriate coverage for employees while also limiting the impact of excessive absence costs.
- Monitor Workers Compensation and long-term disability cases.
- Oversee the employee assistance program. (EAP)
- Monitor unemployment claims to assure that benefits are being provided appropriately.

#### E. Staff Development and Training

The Director of Human Resources will:

- Oversee new staff orientation to include handbook/contract/policy information, compensation, training, letters of employment and applicable individual contracts.
- Attend staff and department meetings as requested to provide information and updates regarding personnel issues.
- Collaborate with district and building administrators to ensure staff professional development needs are being met.

#### F. Supervision/ Evaluation

The Director of Human Resources will:

- Supervise and evaluate assigned staff by implementing established district policies, procedures and protocols.
- Coordinate the supervision / evaluation of classified staff in cooperation with other administrators / supervisors.
- Monitor the district's evaluation programs and procedures for consistency, fairness, and compliance with employment guidelines and board policy.
- Participate in grievance proceedings as required or requested.
- Direct and assist administrators/supervisors in contract non-renewal, layoffs, investigations of alleged employee misconduct, progressive discipline procedures, and terminations.
- Represent the district as required or requested at arbitration hearings or court proceedings.

#### G. Administrative

The Director of Human Resources will:

- Oversee the district's personnel record keeping process, including all information necessary to maintain current records on licenses, training, assignments, and contracts complying with district policy and state / federal law. Serve as the custodian of the district's personnel files.
- Administer the contract and salary schedules for all personnel.
- Interpret and enforce existing personnel policies and regulations for staff and make recommendations concerning the formulation of new policies and regulations.
- Serve as the district's compliance officer for the state and federal Family Medical Leave Acts and the Americans with Disabilities Act.
- Serve as the district's equal employment opportunity, discrimination compliance officer and Title IX Coordinator.
- Oversee the maintenance and updating of staffing and certification reports for state and federal agencies.
- Respond to surveys and questionnaires requesting information on the district's personnel programs and total compensation plan.
- Serve as the chair of the Staff Recognition Committee and coordinate the district's staff recognition program.
- Serve as liaison to the district Wellness Committee and monitor district climate and culture.

#### H. Professional and External Relations

The Director of Human Resources will:

- Present effectively to and/or represent the district in a variety of settings for maintaining ongoing community support for education goals and the district.
- Participate in professional learning activities on a local, state and national level.
- Develop relationships with community agencies and entities to support the district's program of activities.

- Understand and interpret the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools.

## I. Other Functions

The Director of Human Resources will:

- Attend all board meetings and committee meetings related to human resources and as designated by the Executive Director of Operations or District Administrator.
- Follow district policies and promote a positive image of the district at all times.
- Properly handle confidential matters relating to the functioning of the district.
- Use legal counsel in governance and procedures to avoid civil and criminal liabilities.
- Perform any other duties as assigned by the Executive Director of Operations or District Administrator.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports, presentations and business correspondence.

Read and interpret documents such as spreadsheets, district reporting forms, procedure manuals, governmental regulations, and requests for information.

Ability to effectively and persuasively present information and respond to questions from diverse groups of Board members, administrators, staff, and community members.

Knowledge of federal and state employment laws.

Ability to use data and industry analytical tools for decision making.

Knowledge of best practices in total compensation, investigations, and employee support.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Ability to prioritize complex tasks and establish project timelines.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, and turning. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

### **Work Environment**

This job is performed indoors in an office setting and in public spaces. The noise level in the work environment is low. Frequently attends events / activities and meetings. Travels often within the district, community, region, and state. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions. Situations faced often involve complex interpersonal communications.

Adopted: 9/11/95

Revised: October 2006  
December 2018  
December 2024