

# MILAN SPECIAL SCHOOL DISTRICT

## TITLE: Human Resources Director

### QUALIFICATIONS

#### **-Education and Experience**

- Minimum of a Bachelor's degree

Or

- Five plus years of leadership experience in Human Resources positions

#### **-Other Preferred Experience**

1. Broad knowledge and experience in employment law, compensation, organizational planning, organizational development, employee relations, training and development
2. Above average oral and written communication skills
3. Demonstrated ability to lead and develop Human Resources practices and procedures
4. Demonstrated ability to serve as a successful participant of a management team
5. Excellent computer skills in a variety of computer applications including, but not limited to, Windows, Microsoft Office, Google
6. Experience in the administration of benefits and compensation programs and other Human Resources programs
7. Experience in employee orientation, development and training
8. Recruitment of new employees
9. Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement

### **JOB GOAL**

The Human Resources Director has responsibility for assisting the Director of Schools in the recruitment, selection, placement, support and retention of instructional and non-instructional personnel.

### **ORGANIZATIONAL RELATIONSHIP**

The Human Resources Director reports to the Director of Schools.

## **ESSENTIAL FUNCTIONS**

1. Oversees the general daily operations of an employment team including, but not limited to, appointments, re-appointments, transfers, leaves, terminations, and resignations.
2. Screens applicants by evaluating applicants' suitability for placement.
3. Oversees the processing of applications, including checking at least one reference, and assisting in making the final evaluation of the completed application.
4. Works closely with administrators and supervisors in hiring and transferring personnel.
5. Responsible for processing all personnel action forms and ensuring proper approval.
6. Assists in administering, supervising and follow-up on pre-employment.
7. Monitors and assists with the implementation of new employee processing.
8. Perform new employee orientation.
9. Develop a teacher recruitment program which focuses on getting the best qualified staff in place.
10. Act as Federal Rights Coordinator
11. Administer any reports required by the Office of Civil Rights.
12. Supervises Title VI and reports on any information needed.
13. Oversee all workers' compensation claims.
14. Performs Exit Interviews.
15. Manages insurance and benefits administration
16. Performs other duties as required.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follow:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

**TEMPERAMENT (Personal traits)**

1. Adapts to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adapts to accepting responsibility for the direction, control, or planning of an activity.
3. Adapts to dealing with people beyond giving and receiving instruction.
4. Adapts to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

**CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles; Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words, the ideas associated with them, and ability to convey them to others.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

**WORK CONDITIONS**

Normal working environment

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.