

JOB POSTING
Gary Community School Corporation

Job Title: Director of Human Resources & Employee Relations
Department: Human Resources
Reports To: Superintendent of Schools
Job Status: Full-time, Classified

PURPOSE STATEMENT

Manage the Human Resources Department, developing policies and programs to provide an employee-focused, high-performance culture. Major areas of responsibility include organizational planning and development, regulatory compliance, recruiting and staffing, performance management and improvement, employee orientation and training, employee relations, employee communications, compensation, benefits, employee wellness, safety and health, and employee services and counseling. Assists and advises the Superintendent of Schools on Human Resources issues.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

Primary Responsibility: To recruit certified and non-certified staff of a sufficient caliber of excellence to consistently ensure the highest educational benefits to each student in the district.

- Administer all personnel office activities.
- Support the Superintendent in administrative efforts; interpret the Superintendent's ideas and decisions to staff and public; keep the Superintendent informed of pertinent division developments and events; and seek the Superintendent's counsel or decision as necessary.
- Develop, distribute and implement salary/wage schedules in conjunction with the business/payroll office.
- Supervise procedures and operations for securing substitute employees.
- Coordinate the development and yearly updating of employee job descriptions.
- Maintain up-to-date and accurate personnel files on all employees.
- Counsel with employees to resolve complaints, difficulties and other matters related to personnel management and work with principals on difficult or sensitive personnel matters.
- Serve as the representative of the Superintendent for discussion with representatives of employee groups.
- Assist all administrators in the implementation of personnel procedures in their school and programs.
- Design and implement the procedures to assist employees with unemployment compensation and worker's compensation.
- Implement staff hiring decisions to ensure diversity and non-discrimination related to age, sex, race, handicaps, religion and national origin.
- Develop and maintain a system for personnel records for all school employees in order to provide comprehensive, efficient, accurate and current record of all matters pertinent to employment, certification, salary, transfer, tenure, retirement, leave and promotion.

- Process, complete and/or counsel classified staff regarding retirement and PERF forms and related support activities as membership records, disability benefits, vested status and retirement counseling.
- Serve as liaison to PERF State Office for the Gary Community School Corporation.
- Maintain statistical information useful for program planning and necessary to complete reports to the Indiana Department of Education and the Gary Community School Corporation Board of School Trustees.
- Prepare and administer department's budget.
- Serve as a member of the Superintendent's Budget Council.
- Attend all Personnel/Labor Relations Committee meetings, Executive Sessions and Board meetings.
- Prepare and distribute recruiting materials in cooperation with professional staff members concerned.
- Cooperate with colleges and university Schools of Education and with career guidance offices regarding applicants.
- Plan, develop and revise personnel management policies in accordance with state legislation for submission to the Board for adoption and maintain a Personnel Policies Handbook.
- Respond to questionnaires, surveys and correspondence from research or professional organizations requesting information on the district's personnel program and to request of district personnel on matters not clearly covered by regulation, policy or legislation.
- Provide school-based support and fulfills an adopt-a-school role on an annual basis.
- Perform other duties as assigned.

OTHER FUNCTIONS

- Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

SUPERVISORY RESPONSIBILITIES

All assigned staff.

QUALIFICATIONS

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Developing and implementing procedures for staff recruitment, selection, orientation, training, evaluation, promotion and termination.
- Developing recommendations for employee compensation, benefits and working conditions.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Assist the Superintendent's team in developing recommendations for contract negotiations.
- Assist in the interpretation and administration of the master contract, including administration of the grievance procedure and salary schedule.

EDUCATION AND EXPERIENCE

Master's degree in Human Resources Management or related field. At least three (3) years' experience in Human Resources Management in education, private industry or other service area; specialized training in organizational planning, compensation, and preventive employee and labor relations.

CERTIFICATION

Holds or is willing to obtain certification from the Society of Human Resources Management as a Senior Human Resources Professional within one year of obtaining eligibility.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test
- Pre-placement Medical Exam

Certificates & Licenses

- SPHR certification preferred

Continuing Educ./Training

- See above

Clearances

- Fingerprinting/Background Clearance

TERMS OF EMPLOYMENT

12 month contract. Salary, benefits, and work year as defined in the Administrative Salary Plan.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel.

METHOD OF APPLICATION:

Internal applicants:

A letter of interest and resume listing training, past job experience and responsibilities should be submitted to:

Gary Community School Corporation
Human Resources Department
Attn: Human Resources Director
620 East 10th Place
Gary, IN 46402

Outside applicants:

An on-line application, to include letter of interest and resume listing training, past job experience and responsibilities should be submitted to:

Gary Community School Corporation
Click on "Career Opportunities"
www.garycsc.k12.in.us
620 East 10th Place
Gary, IN 46402