

HUMAN RESOURCES

WORCESTER PUBLIC SCHOOLS
WORCESTER, MASSACHUSETTS

JOB DESCRIPTION

POSITION: Director of Human Resources

REPORTS TO: Chief Human Resources Officer

ANTICIPATED START DATE: AUGUST 2018

ACCOUNTABILITY OBJECTIVE:

This position is accountable for supporting the work of the district through the coordination of employee recruitment, selection, and orientation; coordination of staff assignments and transfers; advising and assisting with investigations and discipline; and overseeing compliance with state and federal laws and labor union agreements.

PRINCIPAL ACCOUNTABILITIES:

1. Responsible for the managing the hiring and on-boarding processes for all instructional and non-instructional personnel.
2. Responsible for developing and maintaining adequate record keeping systems on all personnel, personnel actions, contract disputes and legal proceedings concerning employee-management relations.
3. Responsible for assisting and advising supervisors and administrators on sound investigation and progressive discipline practices.
4. Responsible for regular and on-going assessment of the district's personnel needs and, when necessary, the development of job descriptions for new and/or existing positions and/or changes in policies or contract language.
5. Responsible for assisting supervisors and administrators in understanding and implementing all union contracts.
5. Responsible for supervising and evaluating staff.
6. As requested, responsible to attend evening meetings of the school committee or its subcommittees.
7. Responsible for serving as a resource and consultant to supervisors and administrators on best practices in personnel management, including giving presentations to large and small groups

8. Responsible for assuring equal educational and employment opportunity to all individuals regardless of race, color, gender, age, religion, national origin, gender identity, marital status, sexual orientation, disability or homelessness.
9. Performance of all other job-related duties as assigned.

JOB REQUIREMENTS:

- BA degree; advanced degree in human resources, business, or a related field is preferred
- Excellent communication skills (written and verbal)
- Ability to work professionally and productively with teams of colleagues
- Excellent organizational skills
- Ability to read, understand, and interpret laws and legal language
- Skilled in negotiations and mediation
- Minimum 5 years of employment in human resources
- Minimum 3 years of experience as a supervisor
- Knowledable in the following areas:
 - o Employee evaluation and supervision
 - o Recruiting professional staff
 - o Laws pertaining to leaves of absences
 - o Discipline investigations

SALARY: This is a 52-week position with 20 days of vacation. The salary range is \$113,000-\$116,000.