ST. VRAIN VALLEY SCHOOLS
academic excellence by design

JOB DESCRIPTION

Job Title:	**Executive Director, Human Resources**	Salary Schedule:	**Administrative**
Department:	**Human Resources**	Pay Range:	**7**
FLSA Status:	**Exempt**	Work Calendar:	**248 days**
Revised Date:	**November 2025**	Hours Per Day:	**8**

SUMMARY:

Develop and implement human resources policies and procedures; coordinate and support resolution of employee relations matters for all employee groups; conduct investigations,, monitor support with compliance related to EEOC, Fair Labor Standards, ADA, other related employee-based workplace laws and various employee/association agreements/handbooks; keep abreast of school district and employment-related legislative issues and serve as a resource to principals, administrators and supervisors for Human Resources functions; responsive in processes in the employment life cycle to include recruitment, hiring, retention, and separation/retirement. Oversee FTE allocation and staffing adjustments, unemployment, and employee performance processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this 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 and is not an exhaustive list of all duties required to carry out position responsibilities. Specific duties may vary depending upon location, or additional duties maybe assigned by the location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annually	% of Time
1. Utilization of laws and policies to conduct investigations, support and respond to employee relations matters and practices. Facilitate unemployment hearings,, and monitor compliance related to EEOC, Fair Labor Standards Master Agreement/handbooks and other employment laws.	Daily	25%
2. Direct responsibility to manage employee life cycle to include recruitment, hiring and retention, reduction in force processes and administrative transfers. Recruit qualified candidates for classified, certified and administrative positions. Screen and interview prospective applicants and evaluate qualifications.	Daily	25%
3. Maintain current knowledge of and ensure that Human Resources and district staff interpret apply and comply with Board policies, Superintendent regulations, state and federal laws, employee handbooks and master agreements.	Daily	15%
4. Administer, organize and conduct employee training in various areas for principals, supervisors and other employees. Review, support with and monitor performance management plans in consultation with supervisors.	Daily	15%
5. Direct supervision of Human Resources Department in absence of Human Resources Assistant Superintendent. Support HR staff in problem solving related to employee processes such as lateral moves, background check reviews, staffing functions, etc.	Monthly	5%
6. Manage employee evaluation processes and systems: conduct yearly data uploads and ongoing data reviews to ensure accurate reporting to CDE, train user groups, and provide ongoing communication of key evaluation timelines and requirements. Assist staff with various HR information systems and platforms.	Monthly	5%
7. Serve on Certified negotiation team, Meet and Confer committee, and other HR related groups.	Monthly	5%
8. Perform other duties as assigned.	ongoing	5%
	Total =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in School Leadership, Administrative Leadership, Human Resources or related field.
- Over five years of experience in comprehensive human resources/personnel administration division, school district human resources leadership, or school principalship administration.

- School-based principal experience, highly preferred.

LICENSES / CERTIFICATIONS / REGISTRATIONS / DOCUMENTATION:

- Colorado Department of Education Principal or Administrator license preferred.
- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:

- Advanced oral and written communication skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Budget development and fiscal management skills.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, etc.

REPORTING AND SUPERVISORY RELATIONSHIPS:

	Position Title
Reports to:	• Assistant Superintendent, Human Resources

	Position Title	# of employees
Direct Reports:	• Assigned Human Resources Department Staff	

- Responsible for or assisting with: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for accurate and timely budget reporting and monitoring as applicable.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to fingers, handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No special vision requirement	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

Noise Level Exposure	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very loud	