

JOB DESCRIPTION

Job Title:	Executive Director of Human Resources	FLSA Status:	Exempt
Department:	Educational Services- Human Resources	Pay Range:	7
Department			
Pay Program:	Administration	Work Calendar:	248 days
Prepared/Revised Date:	October 2025		

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% 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.	D	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.	D	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.	D	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.	D	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.	M	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.	M	5%
7. Serve on Certified negotiation team, Meet and Confer committee, and other HR related groups.	M	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, REGISTRATIONS or CERTIFICATIONS:

- Colorado Department of Education Principal or Administrator license highly preferred.

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.
 - Criminal background check required for hire.
 - Budget development and fiscal management skills.
 - Ability to promote and follow Board of Education policies and building/departmental procedures.
 - 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and office equipment.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE
	Assistant Superintendent, Human Resources

Direct reports:	POSITION TITLE	# of EMPLOYEES
	Human Resources Staff	3-5

- Responsible for directing and guiding work; addressing complaints and resolving problems; appraising performance; disciplining and terminating employees; and assisting with interviewing and hiring employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for timely budget reporting and monitoring as applicable.

PHYSICAL REQUIREMENTS & 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 finger, handle or feed				x
Reach with hands and arms			x	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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 requirements.	
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 Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	