

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Executive Director of Human Resources
QUALIFICATIONS:	Master's Degree in Education or Master's degree in Business Administration/Human Resources or Master's degree in Management/Human Resources; Administrative degree preferred
REPORTS TO:	Assistant Superintendent of Operations

PERFORMANCE RESPONSIBILITIES:

1. Supervises the general operation of all personnel functions. Supervises staff performing services for the Human Resource Offices.
2. Plans and directs a program for the recruitment, selection and assignment of certified and support personnel. Recommends all assignments, transfers, dismissals, and promotions of personnel and works directly with all supervisors in these areas. Monitors the personnel supervision and evaluation process and makes recommendations for improvement in the system.
3. Organizes a corps of substitute teachers and support personnel substitutes and oversees their assignment to schools as needed.
4. Provides specialized professional development activities and training for all staff.
5. Communicates with the administration concerning personnel needs of the district.
6. Is active in professional organizations; attends job-specific training and professional conferences pertinent to personnel issues and human resources information.
7. Provides necessary information to the District's negotiating team and the Superintendent for the purpose of negotiating the annual contract for teachers. Serves as a member or chairs the Board of Education Negotiations Team during negotiations with teachers.
8. Administers and oversees all aspects of the employee fringe benefits program. Counsels employees regarding retirement, leaves, and benefits.
9. Serves as liaison between the school district and the State Department of Education in personnel matters. Develops procedures to ensure that all State Department of Education regulations, and all state and federal laws are being followed and directs the development of all personnel reports to state and federal agencies.
10. Consults with and advises administrators and supervisors on employee contract interpretation and implementation.
11. Coordinates the student teacher placement in the district.
12. Assists in preparing the new teacher orientation at the beginning of the school year.
13. Maintains all employee personnel files.
14. Maintains application files. Posts all school openings. Prepares employment letters and contracts for new employees. Prepares and updates job descriptions.
15. Attends and is prepared to participate in all Board of Education meetings as directed by the Superintendent.
16. Maintains confidentiality.
17. Abides to all district, state and federal laws, policies and procedures.
18. Performs other duties as may be assigned by the supervisor.
19. Maintains data entry for time clock.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Assistant Superintendent of Operations.

PHYSICAL DEMANDS:

Ability to lift up to 10 pounds frequently.

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.

Ability to operate computers, copy machine, and other office machines as needed.

Adopted: 05-12-08

Revised: 12-08-08

Revised: 12-8-14

Revised: 6-27-19