PUBLIC SCHOOLS PERSONNEL CO-OP
invites applications for the position of:

Yelm-Director of Human Resources 2016-17

JOB TYPE: Regular
LOCATION: Yelm Community Schools-Administration 107 1st St N Yelm
DEPARTMENT: Yelm Community Schools - Administration Building
SALARY: $109,398.35 - $130,627.39 Annually
OPENING DATE: 06/21/16
CLOSING DATE: Continuous
REQUIRED ATTACHMENTS:
3 Administrator Reference Forms and/or Letters, Cover Letter, Resume, Transcripts

DESCRIPTION:

GOALS: To provide guidance and leadership in the areas of human resources in carrying out the goals and objectives of the school district

RESPONSIBLE TO: Superintendent or Designee

SUPERVISES: Human Resources Department

Salary noted above includes available Optional Day package
25 vacation days
Base pay range is $102,936 - $122,911

FOR BEST CONSIDERATION:
Submit application materials prior to July 15, 2016

EXAMPLES OF DUTIES:

GENERAL RESPONSIBILITIES:

- Organize, design, implement, supervise, evaluate and revise all human resources functions of the school district.
- To provide extensive support and professional development to administrators concerning the evaluation process, instructional framework, and district hiring/recruitment procedures.
- Advise the Superintendent, or Designee and School Board on all human resources

PERFORMANCE RESPONSIBILITIES:

1. Establish a positive and productive department climate
2. Supervise human resources personnel effectively to achieve department and district objectives
3. Manage and oversee all human resources functions – recruiting, hiring procedures and processes, negotiating and implementation of union collective bargaining agreements, reprimands and releasing of staff, labor management and all other aspects of human resources
4. Evaluate personnel under his/her supervision and communicate evaluations to personnel involved.
5. Responsible for ensuring that all required reports and completed and filed in accordance with directives, federal and state laws
6. Manage and oversee all operational functions including all human resources issues
7. Manage and oversee all employee hearings
8. Respond to inquiries and requests for information from Board members, principals, staff and community regarding operational procedures, policies or issues
9. Respond to employee and community inquiries; research, write, edit, review and track correspondence; prepare reports for the superintendent and Board members; review and summarize materials and meetings; make recommendations to the superintendent
10. Participate in the development and monitoring of the budget, providing information that supports staffing requests, changes and adjustments
11. Attend meetings and serve on committees as designated by the superintendent
12. Problem solve and resolve complaints, informing and advising the superintendent of imminent problems and issues
13. Establish proactive solution-oriented labor management processes and procedures
14. Provide support and professional development to administrators, including the evaluation process and the new instructional framework.
15. Assist with the development and maintenance of policies and regulations for which assigned
16. Assist administrators in resolving problems that affect staff and the operations of the school district
17. Supervise staff responsible for special projects and programs, such as student teachers, etc.
18. Attend all Board meetings
19. Implement and comply with all required local, state and federal programs, laws and regulations pertaining to human resources
20. Make recommendations to the Superintendent for the employment and status of personnel under his/her supervision
21. Promote effective communication in areas of responsibility with staff, administration, Board, advisory council and community
22. Act as the liaison with OSPI and other agencies in order to properly direct programs
23. Develop successful working relationships with administrators and staff under his/her supervision
24. Serve as a member of the management team
25. Perform other duties as assigned

TYPICAL QUALIFICATIONS:

QUALIFICATIONS:

- Bachelor’s Degree or higher education in the area of Human Resources/Personnel
- Experience working with bargaining units
- Successful experience supervising staff
- Demonstrated ability in leadership and development
- Potential for continued professional growth
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

SUPPLEMENTAL INFORMATION:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Successful leadership experience working with culturally and ethnically diverse populations
- Must possess strong interpersonal skills
- Ability to take directions and be self-directed
- Ability to understand and follow written and oral instructions and to understand, apply and interpret rules, regulations, procedures and policies
- Ability to perform assigned duties in a confidential manner
- Ability to coordinate, review, and supervise the work of subordinate employees
- Attention to accuracy and detail
- Ability to manage time effectively and efficiently
- Ability to assume responsibility without supervision
- Ability to communicate effectively and problem solve with staff
- Ability to remain flexible to changes in assignments or situations
- Ability to work with staff, community, and coworkers in an effective manner
- Demonstrate experience in dealing effectively in situations which may be conflicting and/or controversial
- Proficient using software including Excel, Word, and PowerPoint to create documents, templates, presentations, etc.
- Solution-focused – ability to mediate and resolve disputes
- Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation, and sitting for prolonged periods

Applicants to be interviewed are selected by a screening committee and interviews are arranged by Human Resources after the closing date. The applicant is responsible for notifying the Human Resources at that time if special accommodations are needed.

Yelm Community Schools does not discriminate in any programs, activities, or employment opportunities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal by a person with a disability and provides equal access to school facilities to the Boy Scouts and other designated youth groups listed in Title 36 of the United States Code as a patriotic society. This holds true for all district employment programs, activities and opportunities.
The following employees have been designated to handle questions and complaints of alleged discrimination:
Title IX/State Law Coordinator, RCW 28A.640/28A.642, Director of Human Resources/Student Services, (360) 458-1900; Homeless Liaison, Section 504/ADA Coordinator, Assistant Director of Special Services, (360) 458-6124; PO Box 476, Yelm, WA 98597

EQUAL OPPORTUNITY EMPLOYERS
Member districts of the Public Schools Personnel Cooperative (PSPC) provide equal opportunity for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, color, national origin, religion, creed, age, sex, sexual orientation, gender expression or identity, honorably discharged veteran or military status, pregnancy, the presence of any sensory, mental or physical disability, the use of a trained guide dog or service animal, or any other basis prohibited by law. We also provide equal access to the Boy Scouts of America and other designated youth groups. Inquiries concerning equal employment opportunity or the application of Title IX, Title VII, ADA, Section 504 and ADEA may be directed to Jodi Petrovich, PSPC Administrator, at Capital Region ESD 113, 6005 Tyee Drive SW, Tumwater, WA 98512, (360) 464-6860. Such inquiries will be forwarded to the appropriate member district referred to in the inquiry.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.TeachingInWashington.com

6005 Tyee Drive SW
Tumwater, WA 98512
360-464-6855
pspc@esd113.org