

**Forest Grove School District
Position Description**

Position: Director of Human Resources

Classification: Administrator

Reports to: Superintendent

Supervises: Administrators, Confidential, and Classified personnel

Terms of Employment: 12 Months

Salary: Up to \$174,000 commensurate with experience

Overview of the position: Provide strategic leadership and management of all aspects of infrastructure, policies, programs, and systems related to the District's workforce in collaboration with District leadership teams and human resources colleagues. Implement equity-minded leadership and effective change management including a focus on outcomes. Provide expertise and guidance in all areas of human resources, working closely with the Assistant Superintendent to support the district's strategic goals and mission. Responsible for leading and implementing best practices in human resources, as well as in advancing hiring practices that result in a linguistically and culturally diverse workforce. Through technically adept and data driven practices, responsible for strengthening HR systems and procedures and for ensuring continuous improvement in strategic and focused HR outcomes.

Leadership:

- Serve on the Superintendent's Cabinet and work collaboratively with the Cabinet administrative team to carry out the district's strategic plan and implement and maintain high quality services and programs within the district.
- Develop strong personal relationships and trust with licensed, classified, administrative staff, association leadership, and association staff.
- Provide leadership for equity work within the district and support school administrators on effective administration of equity related issues.
- Maintain high visibility within the district and community.
- Participate in state and regional training and events that encourage networking across districts and expansion of leadership skills.
- Work with administrators and other members of the Cabinet team to reflect on professional practice in the district, assess staff needs, and support professional learning in human resources functions.
- Recognize thoughtful dissent and use multiple options to inform and create opportunities for win-win solutions.
- Model resilience and skillfully overcome resistance to change through thoughtful planning.

- Execute planned and regular communication with staff, the association, and public about successes and happenings in the district.
- Represent the District before the Board of Directors on collective bargaining, compensation, and other staffing-related matters.
- Serve as the Title IX and ADA officer for the district.
- Be familiar with and responsive to the curriculum and assessment demands for which the schools and district are responsible.
- Write or co-author grants and applications that supplement district programs, working closely with the Cabinet team in setting priorities.
- Model and coach others in emotional intelligence skills.
- Model the principles and values of diversity, equity and inclusion, as well as unwavering ethical, responsible, and professional behavior.

Human Resources:

- Develop a model human resources department that focuses on recruiting, selecting, hiring, and supporting a diverse, talented and culturally responsive staff.
- Oversee diversity-related recruiting efforts, develop strategies for retention of a diverse staff, and facilitate staff development that fosters appreciation of the contributions of a diverse staff to accomplishment of district goals.
- Oversee the educator effectiveness evaluation process for licensed, classified and administrative staff and analyze the summative evaluation data for planning resources and professional development.
- Oversee and ensure equitable and legal administration of leave policies; guide the interactive process for accommodations needed by employees. Ensure compliance with all leave and disability-related laws.
- Handle routine labor relations and inquiries related to policies, procedures, and bargaining agreements. Provide contract interpretation, investigation guidance, and advice on a full range of employee relations matters including informal and formal grievances, development of performance management plans, disciplinary issues, employee assistance referrals, and reduction in force issues.
- Serve as the initial contact and liaison for intake and assessment of employee complaints. Conducts interviews and gathers information for investigations such as those related to harassment allegations, work complaints, or other similar concerns of fairness and equity.
- Collaborates to establish appropriate service and staffing levels, monitor, and evaluate the efficiency and effectiveness of service delivery methods and procedures, allocate resources accordingly, and assist school administrators in determining staffing requirements.
- Develop, plan, and implement human resource department goals and objectives; formulate, recommend, and administer policies and procedures; evaluate the effectiveness

of programs and practices, and modify strategies to achieve goals; translate Board and District goals into HR strategic and tactical plans; develop and administer the department's annual operating budget; provide for professional development of department staff; and ensure the completion of strategic plan action items.

- Facilitate communication between personnel, students, parents and/or the public in order to successfully resolve issues and situations.
- Contribute to the achievement of the District's educational mission and overall goals by developing and implementing human resource practices that are state-of-the-art, professional, and future-oriented.
- Manage staff data and related compensation information and ensure that it is maintained with consistency and quality so that it is readily available to inform district decisions.
- Plan ways to consistently celebrate the accomplishments of the staff and students within the district to maintain a positive climate.
- Plan and implement staff wellness programs.
- Ensure the completion and filing of necessary staffing and professional development reports to ODE, TSPC, and other departments and agencies working with the district within the required timelines.
- Oversee and manage the licensing requirements for staff (both licensed and classified).
- Evaluate compensation and benefit structures within the district and measure against comparable Oregon districts to inform planning and bargaining.

Minimum Qualifications:

Education:

- Bachelor's degree in human resources or related field.

Experience:

- Minimum three years experience as a human resources manager and leader.
- Comprehensive expertise in all areas of human resources (labor management, negotiation, collective bargaining agreement implementation, benefits and compensation, staffing, evaluation)
- Strong interpersonal, collaboration and communication skills.
- High-level of emotional intelligence and proven skill in employee relations, customer service expertise, and conflict negotiation.
- Knowledge and experience in working with other races, ethnicities, and cultures within a community.

Preferred Qualifications:

- Master's degree in human resources or related field.
- Current and valid Oregon administrative license or proof of eligibility to obtain an Oregon administrative license.
- Experience in the educational environment.
- Professional HR Certification (e.g., pHCLE, SPHR, or SHRM-SCP).
- Spanish bilingual and bicultural skills and abilities.

Equivalency to the education and experience outlined above will also be considered:

An equivalent combination of education and/or experience equaling eight (8) years will be evaluated. However, there will be no substitution for the three (3) years of supervision of staff, project coordination, resource proposals, planning and monitoring within a single operational or focus area.

Work environment:

Primary work is in an office environment with a portion of time in a school or satellite district building environment. Routine exposure to the weather including seasonal heat and cold. May be subject to frequent loud noises in school and department environments.

Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and materials, and lifting light objects. Strength: Sedentary/medium-exert force to 10-25 lbs., frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.