

**ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION**

TITLE:	Director of Human Resources & Curriculum Instruction	REPORTS TO:	Superintendent
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TRAINING QUALIFICATIONS

- Valid Ohio administrative license, certification, and/or related job experiences appropriate for the assignment.
- Experience developing, recruiting, promoting, and maintaining a diverse workforce.
- Experience in developing compensation strategies, health programs, and personnel analysis.
- Experience in labor negotiations.
- Expertise in the identification and use of educational options, auxiliary services, and district employee standards.
- Knowledge of labor laws and work experience in personnel administration.
- Successful instructional leadership experience and/or any additional qualifications, training or other credentials, as determined by the Board of Education.

REQUIRED SKILLS AND ABILITIES

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.

- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

JOB GOAL

Direct the effective and efficient delivery of human resources for the Zanesville City School District; understand the development of a global workforce and the requirements for a highly qualified staff; monitor and make appropriate decisions based on labor/employment laws by keeping current on employment contracts and place of work environment; implement change in company structure when needed, design and implement value-added personnel strategies, ensure high quality educational service, and promote a positive work environment.

Serves as a district instructional leader in the Department of Curriculum and Instruction; serve as the District Testing Coordinator for Grades K-12, District Coordinator for Resident Educators; consults with the superintendent, principals and directors in the management of all aspects of curriculum, student performance data, professional development, and collaborating with instructional coaches.

WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

DUTIES AND RESPONSIBILITIES – HUMAN RESOURCES

1. Interprets and administers the certified union contracts and board policies of the district as they pertain to employees.
2. Coordinates evaluation and recommended improvements to district policies related to personnel (codification).
3. Supervises processes for recruiting, selecting, and assigning the best-qualified and diverse workforce to all positions in the district including the tasks of background checks, interviews, posting, recommended appointments; plans and utilizes placement of workers in the most effective and efficient positions.
4. Facilitates recruitment and document flow for successful and unsuccessful candidates.
5. Recommends all assignments, transfers, dismissals, and promotion of all personnel.
6. Monitors education laws, rules, and regulations; oversees and/or updates administrative procedures to comply with legal mandates.
7. Researches and develops policy and procedures through the use of NEOLA or other electronic board policy software; work with NEOLA to maintain, update and inform the district about policy, forms, and guideline changes; work with the superintendent and treasurer to review and approve board policy.
8. Maintains effective communications with staff to resolve problems.
9. Participates in employee hearing/grievance processes.
10. Assist in the development and coordination of the sections of the budget that pertain to personnel; reviews and analyzes composition and costs of the labor force.
11. Certifies employee classifications and salaries to the treasurer's office and maintains adequate records of personnel including HQT for certificated staff.
12. Confers with principals and supervisors to determine building staffing needs based on variables such as enrollment, budget parameters and student needs; uses auditing processes to analyze structure, costs, in relationship to conditions of the economy (local, state, federal).
13. Participates in negotiations with bargaining unit to formulate strategy, salary schedules, benefits, and terms/conditions of employment and language issues.
14. Participates in regular labor/management, health, and/or other related HR committee meetings.
15. Keeps current on licensure changes and procedure.
16. Performs fiscal management by preparing and administering the district's personnel budget, including forecasting personnel expenditures; recommends cost saving measures.
17. Expresses high expectations and monitors staff performance; collaborates with principals to improve staff competencies; supports opportunities for staff to develop new skills and participates in staff evaluations when requested.
18. Provides leadership, advice and collaboration with other departments in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, all staff orientations, etc.).
19. Plays a significant leadership role in building staff morale and positive staff relations throughout the district.
20. Uses technology for managing the workforce; upholds computer technology acceptable use policies.

21. Respects personal privacy; maintains the confidentiality of privileged information.
22. Maintains visibility; encourages parent organizations; supports and participates in school and student activities as time permits.
23. Participates in national, state, and/or regional activities that advance district goals.
24. Participates in professional growth opportunities.
25. Strives to develop rapport and serve as a positive role model for others.
26. Acts as the hearing officer in Title IX; Civil Rights Federal Reporting, and complaints involving civil rights of employees.
27. Performs other specific job-related duties as directed by the superintendent.

DUTIES AND RESPONSIBILITIES

Leadership – Curriculum and Instruction

1. Serves as the Testing Coordinator for grades K-12 including:
 - a. working in collaboration with the Teachers for Grades K-12;
 - b. analyzing district, state and federal assessment data for the district;
 - c. managing the implementation and certification of required state and federal testing;
 - d. organizing, managing, and implementing all standardized testing with the building including:
 - i. training for staff.
 - ii. maintaining accurate and complete records.
 - iii. coordinating distribution and collection of secure test materials.
 - iv. administering tests in accordance with the established test calendar.
 - v. providing and completing all test documents to the Ohio Department of Education by established deadlines.
2. Serves as a member of the District Leadership Team utilizing all school system, community and state resources in providing district leadership.
3. Maintains on-going communications with the superintendent and district office personnel regarding school activities, problems, and instructional matters.
4. Assists in the preparation and/or in presentation of reports or materials as requested by the district office, Board of Education, Muskingum County Educational Service Center or the State Department of Education.
5. Keeps abreast of trends, research, and developments in the professional by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field.
6. Works with and alongside instructional coaches throughout the district.
7. Assists in the collection, dissemination, and analysis of building student/staff data for buildings as assigned.
8. Assists in the development of job embedded training opportunities.
9. Collaborates, develops, and implements professional development planning.
10. Facilitates Remote Education Program and serves as a liaison for students transitioning from one method of educational delivery to another.
11. Assists with the district implementation of the Ohio Improvement Process.

12. Assists in monitoring the implementation of appropriate instructional strategies.
13. Assists with the development and implementation of the District's Comprehensive Continuous Improvement Plan (CCIP).
14. Attends state, district and building level leadership meetings as assigned.
15. Completes other duties and responsibilities as assigned.

TERMS OF EMPLOYMENT	260 Contract Days
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