

*Director of Human Resources – Duties*

Responsible for:

1. Maintaining employment practices consistent with school law, federal guidelines, department of education regulations and District policies including:
  - a. Verifying that requirements of a position are met by those who hold that position, such as teacher certification requirements, Sexual Misconduct Disclosure forms, employment clearances, and licensing of school nurses.
  - b. Maintaining records of employee credentials which must be regularly renewed, such as clearances, certificates, nursing licensure, etc.
  - c. Maintaining personnel records which are required by state and federal law and District policies, such as EEOC, certification, and evaluation records.
  - d. Maintaining personnel records needed for information and research purposes, such as salary and negotiations surveys, retirement and staffing projections.
2. Employing and assigning qualified applicants in accordance with District needs and outside agency requirements including:
  - a. Planning and conducting the selection processes by setting up screening standards, interviewing, and coordinating the activities needed for final employment recommendations.
  - b. Assigning personnel in compliance with District program needs and outside agency requirements.
3. Overseeing the administration of District healthcare, long-term disability, and life insurance programs.
4. Administering leaves of absence, including Family and Medical Leave Act (FMLA) and American with Disabilities Act (ADA).
5. Preparing District reports and materials in compliance with external requirements including:
  - a. Developing, implementing and monitoring the equal opportunity employment program.
  - b. Preparing reports related to teacher certification and unemployment claims.

6. Establishing and administering terms and conditions of labor relations as negotiated with the bargaining units representing various classes of employees.
7. Administering and applying policies, regulations and contract provisions consistent with the Pennsylvania Public School Code of 1949, as amended; Pennsylvania School Board Association edicts and departmental regulations.
8. Receiving, recording and interpreting volunteer clearance information.
9. Consulting with the District Solicitor as appropriate, or as directed by the Superintendent, on personnel matters.
10. Participating in coaching, counseling, and training District employees.
11. Participating in investigatory and disciplinary processes for personnel as needed.
12. Maintaining general human resource department functions.
13. Performing such other tasks and assuming such other responsibilities from time to time as the Superintendent may assign or delegate.

Reports to Superintendent of Schools

Adopted: November 1982

Revised: October 1995

Revised: July 2009

Revised: November 12, 2015

Revised: October 5, 2021