

**Position Description**  
Council Bluffs Community School District

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Position Title: Executive Director of Human Resources

Department: Human Resources

Reports To: Superintendent of Schools

Approved By: Board of Education

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**SUMMARY:** Plans, coordinates and supervises the operation of human services for the District to assure the highest quality services to students enrolled in the District schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *Duties must be performed on site. Other duties may be assigned.*

- Reports to work on a regular and reliable basis.
- Serves as a member of Executive Cabinet and attends all Board of Director meetings.
- Coordinates and supervises the preparation of the human resources service budget.
- Responsible for long range planning for the District staff including projection of staff turnover and hiring needs.
- Works with the payroll department in assisting employees with access to compensation and benefits information and participation.
- Oversees the reporting to all appropriate state and federal employment reports for the district.
- Acts as program coordinator for the District Affirmative Action Plan
- Oversees the facilitation of district mandatory training including Mandatory Reporter training, OSHA compliance training.
- Participates on the Policy review process.
- Participates on the Professional Growth Committee for both instructional and administrative staff as needed.
- Manages the processes related to staff assignments, transfers, salary placement, resignations and terminations and grievances.
- *Oversees the process of evaluation for all licensed and classified employees.*
- *Oversees the hiring and selection of all district staff members ensuring that selection of staff aligns with district mission and beliefs.*
- *Manages and back-end human resource processes.*
- *Oversees new hire orientation and staff recruitment.*
- *Manages employee benefits program.*
- *Works collaboratively across all administrative departments and with school building administrators.*
- Represents the human resources division to the Board, AEA, legislature and other government and professional organizations.

**SUPERVISORY RESPONSIBILITIES:**

Supervises the professional and clerical staff assigned to human resources.

***QUALIFICATION REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Master's degree in human resources or related field. Human resource experience in an educational setting preferred. Five *to seven* years experience *managing a human resources department for an organization with at least 500 employees. Experience in implementing payroll/HRIS software system preferred.*

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as annual education reports, education journals, achievement data reports, financial statements and budget documents. Ability to write reports of a detailed nature for various audiences. Ability to write press releases, newspaper and media articles as well as routine reports and correspondence. Ability to speak effectively before groups of community members or employees of the organization.

**MATHEMATICAL SKILLS:**

Knowledge of school finance formulas relevant to Iowa schools. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Experience with public sector finance.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Ability to establish and maintain effective working relationships with administrators, students, staff, the community and the media representatives. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

***PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings and meetings. The employee will frequently lift up to 25 lbs. such as materials for presentations.

***WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. Work is normally performed indoors in regulated temperatures. The employee may be required to go from building to building or travel for meetings as needed.

*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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*