

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

| | | | |
|----------------------|----------------------------|--------------------------|-----------|
| Job Title: | Director Human Resources | Wage/Hour Status: | Exempt |
| Reports To: | Chief of Employee Services | Pay Range: | 880 |
| Dept./School: | Human Resources | Date Revised: | 2/16/2024 |

Primary Purpose:

Provide human resources leadership related to employee relations, recruiting, retention, operations and all personnel matters.

Qualifications:

Education/Certification:

- Master's Degree
- Valid Texas Administrator certification
- Able to obtain credentials as a certified Texas appraiser

Special Knowledge/Skills:

- Strong organizational, communication, public relations, and interpersonal skills
- Knowledge of HR management systems and workflows
- Knowledge of effective practices in employee relations, personnel documentation, grievances, and investigations
- Knowledge in the recruitment, selection, training, and supervision of personnel
- Ability to identify and respond to department and district needs
- Ability to interpret and apply district, state and federal laws and policies
- Ability to identify, refine and interpret data
- Ability to work with multiple parties to solve problems and resolve conflict
- Ability to plan, create, and facilitate training for district personnel

Experience:

- Minimum 3 years of public education experience
- Minimum 3 years of successful campus or relevant leadership experience
- Principal experience preferred
- Human Resources experience preferred

Major Responsibilities and Duties:

- Provide support and assistance to administrators regarding employment matters in compliance with district policies, procedures, and guidelines
- Utilize effective coaching and guidance skills to inspire both respect and the trust of district personnel
- Serve as a hearing officer for grievances as needed
- Perform investigations and analysis related to employee grievances and complaints as needed
- Lead district efforts to develop, communicate, and implement successful human resource initiatives for assigned area(s)
- Develop and maintain an excellent relationship with internal and external customers to ensure a positive public image for the Human Resources Department and the District
- Serve as a district recruiter for assigned area(s), which includes the planning, coordination and attendance of local/state-wide job fairs
- Provide professional development and training on human resources areas as needed
- Carry out department goals in alignment with the district's strategic plan
- Stay current with research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly
- Use management practices that promote collegiality, teamwork, and collaborative decision making among staff members
- Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal
- Observe professional and ethical standards in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics
- Maintain HR records as required by Texas Education Agency and board policies, and prepare necessary reports as needed
- Maintain all professional development requirements
- Display the confidence, composure, intuitive judgment, sensitivity, and integrity needed to face tough, complex leadership challenges.
- Demonstrate notable past and current personal, instructional, and managerial success as a leader
- Take the initiative to develop professional skills appropriate to job assignments
- Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by administration and/or supervisor

Supervisory Responsibilities:

- Provide supervision and support to staff as assigned

Job Title: Director Human Resources

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district wide and/or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; Frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgment:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: Dr. Duana Kindle, Chief of Employee Services

Date: 2/16/2024
