

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Executive Director of Certified Staff
Prepared Date: 5/10/2021
Revised Date: 9/1/2021
Work Year: 220 days
Department: Human Resources
Reports To: Assistant Superintendent of Human Resources
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Executive Director of Human Resources is responsible for all aspects of District employment including classified, licensed, administrative and substitute recruitment and hiring. These responsibilities include planning, developing and implementing recruiting strategies; providing quality candidates for administrative, teacher, classified, and substitute employment; managing the District hiring process; supporting applicants, employees, and managers with their employment and human resources needs. The Executive Director is responsible for the implementation of the educator effectiveness system that is aligned with Colorado Senate Bill 191 including leadership of internal and external partners and resources, and planning and facilitating new teacher and new leader induction and training as it relates to the evaluation system. The Executive Director advises, problem solves, and supports the district as it relates to certified and classified employees. Responsibilities include, but are not limited to, labor relations, and licensure. This position also supports District Strategic initiatives that relate to Quality Staff and will fulfill other duties as assigned by the Assistant Superintendent of Human Resources

QUALIFICATIONS:

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. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- Colorado Principal License within 60 days from date of hire
- Master's Degree in Education related field
- Three (3) years of successful public-school administrative experience
- Five (5) years of successful classroom teaching experience
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in District level administration
- Senior Professional of Human Resources (SPHR) or equivalent certification
- Experience with RANDA – Colorado State Model Performance Management System
- Previous experience recruiting in the educational field
- Spanish speaking skills

KNOWLEDGE AND SKILLS:

- Excellent leadership and organizational skills and the ability to motivate people
- Knowledge of human resources processes, procedures, practices, and policies
- Strong working knowledge of federal and state laws that apply to employee relations
- Knowledge and experience in the principles and practices of labor relations and negotiations
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to work cooperatively with others in a diverse educational community
- Knowledge of the functions of personnel, contract interpretation, investigations, evaluations, supervision, and discipline
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Protect organization's value by maintaining confidentiality in all aspects of assignments
- Direct administrative, teacher, classified, and substitute recruitment and employment processes
- Collaborate with other Executive Directors and appropriate staff to ensure continuous improvement efforts are supported
- Supervise, coach, and evaluate principals
- Develop recruitment strategies and evaluate processes to establish diverse, quality applicant pools
- Establish relationships with higher education and alternative education programs to establish a talent pipeline for Pueblo School District No. 60
- Attend and assist in coordinating events for recruiting locally, in-state, and nationally
- Direct student teaching processes including selection, placement, and support to provide a pipeline of qualified teacher candidates
- Implement Board policy; negotiated agreements; and local, state, and federal legislation in all employment matters
- Oversee licensure compliance, background checks, and highly qualified review for licensed administrators, teachers, and substitutes
- Develop, update and monitor Human Resources employment website
- Direct District leadership on hiring procedures and requirements. Support principals with their employment questions and certified personnel issues. Partner with Executive Directors on hiring of school principals
- Partner with Staffing Team and Employee Benefits to onboard all new employees
- Work collaboratively to lead and ensure the development and confirmation of definitions, tools, and processes related to the evaluation system for teachers and leaders
- Plan and facilitate training for teachers, building administrators, and designated evaluators to understand the evaluation system to include the quality standards, evaluation processes, and reporting tools
- Produce/manage the District evaluation website, including FAQs, online rubric resources, HB1338 committee agendas and minutes, and the Pueblo School District No. 60 Educator Effectiveness Handbook
- Employee Relations: Investigate allegations of inappropriate employee conduct concerning potential negotiated agreement and/or board violations.
- Participate in district negotiations

- Create and provide professional development and training of progressive discipline, evaluations, and licensure requirements.
- Support building administrators and district with informal and formal grievances
- Using climate surveys, exit surveys, and staying interviews, analyze data to identify district trends and develop strategies to improve employee retention and engagement
- Facilitate and or participate in the calendar committee to prepare all work schedule calendars for all employee groups
- Assure a cooperative, customer-oriented atmosphere within the Human Resources Department
- Interpret existing personnel policies and procedures for all staff
- Establish and maintain a professional, cooperative, team relationship with district administrators and serve in an advisory capacity regarding the interpretation of policies, procedures and negotiated agreements
- Ensure and maintain a cooperative, inter-departmental effort between Human Resources and the District's Accounting / Payroll Offices in preparing and completing the district's payroll
- Provide leadership and oversight for recruitment needs to ensure a hiring pool of quality certificated and classified applicants
- Work cooperatively with department leaders to assist in staff relations with all employee groups
- Work collaboratively with other departments to foster and develop effective talent management. This will result in the development and implementation of an action plan as a mission critical process that ensures Pueblo School District No. 60 will have the quantity and quality of well-trained staff, to meet or exceed our vision of providing a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Assistant Superintendent of Human Resources

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

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| R – Rarely (Less than .5 hr per day) | O – Occasionally (.5 – 2.5 hrs per day) |
| F – Frequently (2.5 – 5.5 hrs per day) | C – Continually (5.5-8 hrsper day) |
| NA – Not Applicable | |

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: 50 lbs.		X			
Lifting Maximum weight: 25 lbs.			X		
Carrying Maximum weight: 25 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.