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| HUMAN RESOURCES PARTNER |
| <p>REPORTS TO: Associate Superintendent, Human Resources Services</p> |
| <p>SUPERVISES: Support Staff</p> |
| <p>QUALIFICATIONS: Master’s degree from an accredited college or university in Educational Leadership, Business Administration, Human Resources Management, Public Administration, or closely related field. Experience in human resources management. Experience in dealing with employee relations issues. Strong analytical skills that inform problem-solving and decision-making capacity. Demonstrated customer service skills, leadership ability, and decision-making skills.</p> <p>PREFERRED: Experience as a school-based administrator with strong background in human resources. Knowledge of human resources processes in educational settings, legal, or employment procedures.</p> |
| MAJOR FUNCTION |
| <p>The Human Resources (HR) Partner works as a part of the team assigned to groups of schools to provide high-quality human resources and talent management services to principals and staff. The HR Partner is the customer service point of contact for principals and staff for talent management including screening, selection, on-boarding, transfers, forced placements, separations, performance management, data collection and reporting, and other HR functions and effectiveness measures for all staff. Provides leadership and support regarding labor relations, compensation, credentialing, unemployment, Office of Equal Opportunity, and compliance with Board and union/association agreements, district policies, and federal/state statutes and mandates for all employee groups in order to attract and retain a diverse, high-performing workforce.</p> |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none"> • Establishes and maintains a strong, positive working relationship with school principals, principal supervisors and district staff to support the sourcing, assignment, induction, retention, development, and performance of high-quality candidates for all school- and district-level positions, including critical needs areas. • Supports principals in the planning for and assignment of educational staff, including projected vacancies, excess and transfer actions, long-term substitute teacher assignments, and other HR implications of the principal’s budgetary and staffing decision-making. • Manages the reappointment and transfer process for all personnel. • Assists the principal in analyzing relevant HR data regarding teacher quality, turnover, absenteeism, and other significant levers in improving workforce excellence. • Keeps current with school student achievement data to ensure human capital needs are met to continually improve student outcomes. • Participates in the recruitment of instructional staff through job fairs and other recruitment events and collaborates with the recruitment team on best matches for vacancies. • Implements screening and selection procedures and finalizes candidate eligibility before final processing. • Monitors new hires through the on-boarding process to ensure timely completion. • Prepares reports for principals and academic executive directors and supervisors to keep them apprised of human capital needs and staffing issues. • Supports principals throughout performance management processes and collaborates with labor relations staff to ensure effective improvement or exiting of low-performing employees. • Interfaces with technology staff on information systems issues related to human resources. • Serves as liaison and support to school secretaries regarding a variety of human resources issues that affect salary and payroll. • Provides support to principals in staffing issues related to extended learning opportunities to include but not limited to before or after school programs, Saturday programs, extended school year, and Summer Bridge. |

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| ESSENTIAL RESPONSIBILITIES (Continued) |
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| <ul style="list-style-type: none">• Utilizes all HR information technology and adapts to new technologies quickly, collaborating with TIS partners.• Identifies, analyzes, and uses key human capital metrics to make updates and changes to HR policies in support of teacher and principal quality.• Effectively inspires others to work towards common goals to meet the needs of urban school students, in spite of obstacles.• Emphasizes and advocates for the importance of human capital's role serving schools and especially students in communications with internal and external stakeholders.• Establishes and maintains strong relationships with employee associations and relevant stakeholders.• Takes appropriate, immediate action to meet customer needs and concerns and continually assesses feedback from customers to make improvements.• Works to create systems to staff high-needs schools.• Creates effective and efficient processes for recruitment, placement, and retention of a high-performing, diverse workforce.• Keeps current with legislative and State Board of Education changes that impact requirements for personnel and applies knowledge of federal and state regulations, bulletins, transcripts, course contents, board policy, and other pertinent data in providing interpretation, guidance, and direction to all employee groups.• Researches and implements best practices in Human Resources management.• Coordinates and oversees the instructional salary increment process.• Works with compensation and payroll for implementation of salary payments and procedures.• Serves on cross-functional teams, interview committees/screenings, community and/or leadership boards, and in the collaborative bargaining process to represent the human resources perspective.• Attends workshops or other appropriate training on related issues.• Partners with state, local, and community stakeholders including institutions of higher learning.• Provides technical assistance and coordination of services to ensure compliance with the Americans with Disabilities Act (ADA).• Creates processes to ensure equal opportunity in all programs, activities, and employment offered by the district.• Provides leadership and supervises, trains, and evaluates human resources staff.• Approves all instructional and support employment offers.• Oversees preparation of personnel actions for board approval.• Oversees compliance processes and responds to complex queries, including audits.• Provides leadership for personnel services consistent with labor agreements and School Board Policies and align with bargaining agreements.• Oversees the management of the substitute system, including selection, training, and placement of substitutes.• Performs other related duties as required. |
| TERMS OF EMPLOYMENT |
| <p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p> |
| HISTORY OF JOB CLASSIFICATION |
| ISSUED: 3/27/19 LM; BOARD APPROVED: 04/23/19 |

HUMAN RESOURCES PARTNER

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | X | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | X | | | | |
| 10. Standing up to two hours at a time | X | | | | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | X | | | |
| 13. Ability to reach and grasp objects | | | | X | |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a computer to enter and transform words or data | | | | | X |
| 21. Using various technology tools | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | | | X | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Human Resources Partner - ADM