

**Three Rivers Local School District
Job Description**

Title: **DIRECTOR OF HUMAN RESOURCES and STRATEGIC OPERATIONS**

- Qualifications:
1. Master's Degree in Educational Leadership required.
 2. Valid Ohio School Business Manager or Superintendent license required.
 3. Minimum of five years of experience in educational administration above the building level.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents, staff, regulatory agencies, or members of the business community. Ability to effectively present information to administration, public groups/community, and/or Board of Education verbally or in writing.

Mathematical and Reasoning Skills:

Ability to define problems, collect data, establish facts, apply concepts such as fractions, percentages, ratios and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

Personal computer and spreadsheet skills, Ability to apply knowledge or current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. 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.

Reports to: **Superintendent**

Job Goals: Administers the support services departments for the school district, including maintenance and custodial services for buildings and grounds, pupil transportation, food services, clerical services, contracted services, insurance, safety and compliance, and Human Resources. Works cooperatively with the Treasurer in directing all purchases for the District.

ESSENTIAL RESPONSIBILITIES:

1. Provides assistance and guidance to the Superintendent concerning Human Resources/personnel including hiring, termination, contract renewals, reduction in force (RIF).
2. Develops a professional screening process for hiring all employees.
3. Oversees all personnel issues throughout the district, including staff discipline.
4. Directs human resources activities, including job postings, recruiting, interviewing, and background investigations.
5. Coordinates new staff orientation process.
6. Assists in formulating salary schedules.

Director of Human Resources and Strategic Operations

7. Ensures that employees are placed on appropriate salary schedules.
8. Monitors district employee attendance with principals and directors.
9. Reviews and updates job descriptions, as needed.
10. Updates employee handbook annually.
11. Reviews staff evaluation forms and updates as needed.
12. Updates the Board of Education monthly regarding operations of the district.
13. Coordinates, oversees, and leads weekly operational meetings with directors in food service, transportation, facilities, communications and technology.
14. Monitors district compliance with Federal and State regulations and requirements as it pertains to food service, facilities, transportation, and other areas of district operations.
15. Oversee Public School Works and the appropriate trainings required for district staff.
16. Serves as district liaison regarding matters of business, safety, and compliance between Miami Township Trustees, Village of North Bend Council, Village of Cleves Council, Village of Addyston Council; as well as all police and fire departments for the villages.
17. Provides appropriate orientation to all new operational staff including cooks, custodians, bus drivers etc.
18. Compares, reviews, and oversees all the contracted services including, but not limited to, technology, custodial services, lawn mowing, landscaping, sports complex and others.
19. Oversees contracts with external contractors assuring compliance while considering cost savings to the district.
20. Provides assistance and guidance with contract negotiations of collective bargaining units.
21. Directs the maintenance, cleaning, and operation of all school buildings and grounds.
22. Provides assistance and guidance to the transportation supervisor in the operation of pupil transportation department.
23. Plans and administers programs for the construction of new buildings, alterations, and additions existing buildings.
24. Administers the school district property, fleet, and liability insurance programs.
25. Builds a comprehensive plan to care for all areas of the facilities and district properties.
26. Recommends policies related to the business management operations of the district to the Superintendent for recommendation to the Board of Educations.
27. Plans and directs the preparation of the budget for the business functions of the district.
28. Plans and directs all business office purchasing and supply management.
29. Serves as a member of the Superintendent's senior staff and various committees to represent the district.
30. Provides leadership with levy strategies.

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31. Manages, oversees, and executes all procedures for calamity days in collaboration with Oak Hills, Southwest, Northwest, and other nearby districts.
32. Serves as a liaison between all parochial schools in our district boundaries.
33. Represents the district at local, state, and federal trainings regarding matters of business, compliance and safety.
34. Manages DASL, Transfinder, Progress Book, and other data systems for the district.

ANCILLARY RESPONSIBILITIES:

1. Performs other duties as assigned by Superintendent or as necessary to fulfill the responsibilities of this position.

Terms of Employment:

Length of contract and compensation will be determined by the Board of Education.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on the Evaluation of Professional Personnel and will be completed by the Superintendent.

[BOE approved: February 15, 2017]

I acknowledge receiving a copy of the Three Rivers Local School District **Director of Human Resources and Strategic Operations** job description.

Employee signature

Date