

**SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION – DIRECTOR OF HUMAN RESOURCES**

Job Title	Director of Human Resources
Supervisor	Superintendent
Qualifications:	<ul style="list-style-type: none"> ● Bachelor Degree Preferred ● Human Resources Certification preferred ● Experience in human resource benefits in a school district central office desired ● Experience with FMLA, ADA ● Knowledge and application of computer operations and applications
Purpose	To maintain an efficient human resource operation in accordance with all state, federal, and district requirements and to provide the maximum support to the education mission of the district.
Performance Responsibilities	<ul style="list-style-type: none"> ● Onboarding and offboarding of employees to include job postings, preparation of contracts, nominations to the school board, benefits enrollment, payroll data base, orientation, and professional development data base, and exit interviews. ● Create and disburse all contracts. ● Keep current all employee files. ● Coordinate the employment of substitute teachers, to include payroll data base, ● Manage professional staff certifications and assist in the recertification process with the Department of Education. ● Maintain Department of Education site with all certified staff. ● Department of Education annual reporting. ● Maintain job descriptions. ● Coordinate and maintain all Family Medical Leave Act paperwork and monitor all employees who are on FMLA. ● Report and maintain Workers' Compensation reports and acts as liaison to the District's workers' compensation carrier. ● Conduct investigations and prepare investigation reports as needed. ● Meet with Personnel Committee. ● Oversee the Labor Management Committee. ● Oversee the Joint Loss Management Committee. ● Ensure confidentiality of information processed by the office.
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Refer to School Board Policy GDB
Evaluation	Evaluation by the Superintendent in accordance with district policies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

February, 2023