

POSITION DESCRIPTION	DIRECTOR OF HUMAN RESOURCES		252
Primary Purpose	To direct the process for the recruitment, hiring, orientation, and evaluation of all personnel in the Shrewsbury Public Schools.		
Contractual Relationship	Reports directly to the Superintendent and negotiates an individual contract with the Superintendent.		
Organizational Relationship	Works cooperatively with administrators, teachers, and support staff. Supervises Secretary to the Director.		
Responsibilities	<p>Operations:</p> <ul style="list-style-type: none"> • Works cooperatively with the superintendent and other administrators to recruit qualified staff for all positions. • Works cooperatively with the principals in managing the hiring process for all certified and classified staff. • Creates and maintains job descriptions for all positions. • Works cooperatively with the assistant superintendent to design and implement orientation and mentoring activities for new staff. • Works cooperatively with the assistant superintendent, principals, and directors to develop assignments for PreK-12 staff. • Reviews requests for personal days, conference attendance (with assistant superintendent), and other professional days. • Directs the process to hire, deploy, and evaluate instructional aides, secretaries, cafeteria workers, and substitute teachers. • Oversees the implementation of the evaluation process for all staff. • Supports the School Committee in contract negotiations with the Shrewsbury Education Association and works cooperatively with the Director of Business Services in negotiating contracts with classified employee groups. Provides ongoing administration and interpretation of all collective bargaining agreements. • Serves as the district's resource in personnel management as it pertains to the provisions of the law. • Provides regular information and training to staff regarding sexual harassment policies and procedures. • Serves as district's fringe benefits officer. • Ensures compliance with Civil Service requirements as they pertain to the district. • Manages all cases related to unemployment and worker's compensation. • Represents the Superintendent on the Sick Leave Bank Committee. • Conducts exit interviews to gather pertinent data and ensure compliance with all labor laws. <p style="text-align: right;">Continued on next page</p>		

	<p>Other:</p> <ul style="list-style-type: none">• Advises the superintendent in areas of responsibility and initiates programs, proposals, and activities to improve services and/ or increase the efficiency of the school district.• Prepares reports to support School Committee decision making.• Functions as a district leader and member of the central office team.• Promotes and communicates the district's annual goals and strategic plans with school constituencies.• Participates in the district budget preparation process to support district instructional goals.• Provides equal educational and employment opportunities to all individuals regardless of race, color, gender, age, religion, national origin, disability or sexual orientation.• Makes presentations as necessary to the instructional and support staff, the School Committee, and community groups.• Performs other tasks as assigned by the Superintendent.
<p>Qualifications Adopted 2/14/01</p>	<ul style="list-style-type: none">• Master's degree (preferred) in an appropriate field.• Ability to identify problems, analyze situations, develop potential solutions, and work with a variety of school and non-school personnel to reach consensus.• Computer competency to manage the personnel records of all staff.• Previous experience in the field of human resources in either the public or private sector as a manager or director.• Such alternatives to the above qualifications as may be found appropriate by the Superintendent of Schools.