SUMMARY
Responsible for planning, organizing, and directing all aspects of the Human Resource function (labor relations, employee relations, recruitment, benefits, compensation, employee health, employee relations, and the development and administration of policies and procedures) for East Allen County Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
A. An active member of the Superintendent’s Cabinet, attending Board of School Trustee meetings, and participating on other applicable leadership activities.
   1. Compiles and submits personnel board reports.
   2. Interpretation of Board and Administrative Policies.

B. Directs and manages Human Resources in accordance with the objectives of EACS consistent with legal and regulatory standards
   1. Evaluates the performance of direct reports and ensures the quality of service and technical expertise of department personnel.
   2. Responsible for the development and maintenance of the internal policies and procedures regarding the compensation and benefits for employees.
   3. Monitors and responds to employee leave requests.
   4. Monitors and responds to employee request for accommodations.
   5. Responsible for job description and the essential function identification.
   6. Coordinates the internal review of Teacher Licenses and resolves licensing issues with staff and Indiana Department of Education as needed.
   7. Audits teacher license issues.
   8. Administers substitute teacher program.
   9. Chair of the Safety Committee

C. Legal Requirements
   1. Coordinates with legal counsel on legal problems, lawsuits, and compliance issues.
   2. Compiles personnel, compensation, and benefit reports for Local, State, and Federal agencies.
   3. Interprets and applies federal and state laws/regulations regarding personnel employed by EACS.
   4. Provides decisional and strategy counseling as needed regarding everyday employment and labor issues.
   5. Responds to reference requests on former employees.
   6. Oversees and documents exit interviews and separation summaries regarding voluntary and involuntary resignations.

D. Employee Recruitment
   1. Monitors and supervises internal filling of job vacancies.
   2. Assists with certified and noncertified staffing for all buildings.
   3. Oversees the hiring and assigning of classified and certified staff.
   4. Oversees the hiring and assigning of substitute teachers.
   5. Recruiting activities for classified and certified staff.
   6. Supervises and monitors background investigations and reference checks regarding applicants, new hires, and volunteers.

E. Compensation and Benefits
   1. Ensures compensation and benefits are administered in compliance with EACS’s mission, vision, values, operational objectives, and goals.
2. Oversees the development of proactive compensation and benefits program to provide motivation, incentives and rewards for effective performance and the utilization of employees’ skills and talents.
3. Responsible for the administration of EACS Employee Benefits
4. Completes wage and benefit studies.
5. Oversees the employee evaluation system throughout the corporation.
6. Monitor preparation of administrator, certified, and extra-curricular contracts
7. Responsible for all matters regarding unemployment compensation claims.

F. Labor Relations
1. Spokesperson and responsible for contract bargaining, agreements and policy interpretation.
2. Serves as department liaison to building level administrators regarding grievance situations.
3. Coordination/review of employee reprimands, discipline, discharge, contract non-renewals, layoff, and reductions in force.
4. Acts as final arbiter in policy problems, wage and salary issues and employee relations disputes.
5. Investigates employee issues.

G. Employee Development Program
1. Oversees the comprehensive employee development program; monitors the effectiveness and appropriateness of the program; and acts upon recommendations as appropriate, for the refinement of the program.
2. Coordinates new employee orientation and training.
3. Administers the active employee training and compliance management system.

H. Employee Health Program
1. Ensures that health programs are administered in compliance with EACS mission, vision, values, operational objectives and goals.
2. Coordination of Workers’ Compensation
3. Coordinates the occupational health and safety program (i.e. Safety Committee).
4. Oversees the employee benefit program (i.e. Insurance Committee).
5. Coordinates the workers’ compensation and occupation disease program.
6. Coordination of district’s wellness program (i.e. Wellness Committee).

SUPERVISORY RESPONSIBILITIES  Evaluate the Human Resources Coordinator, Personnel/Benefits Coordinator and Receptionist

QUALIFICATIONS  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE  Bachelor’s or Master’s in Education Administration with comparable work experience in school administration or Bachelor’s or Master’s in Human Resources Management with comparable work experience in human resources.

SKILLS  Ability to read, analyze, and interpret common educational journals, financial reports, and legal documents. Ability to communicate (both verbal and written) effectively with diverse clientele. Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the educational community. Ability to effectively present information to management, teachers, public groups, and/or board of school trustees. Ability to work with mathematical concepts such as statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations as it pertains to staffing buildings. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of information and data collected from building principals. Ability to work on multiple tasks.

CERTIFICATES, LICENCES, REGISTRATIONS  Valid administrative license or HR Certification or with at least five (5) years of comparable work experience.

WORK ENVIRONMENT  Usually, normal office working conditions. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee may occasionally be exposed to outside weather conditions when travelling to EACS buildings.

East Allen County Schools reserves the right to modify, interpret, or apply this job description in any way the corporation desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at will.”