

**CLOVIS MUNICIPAL SCHOOLS  
JOB DESCRIPTION**

**Position:** Executive Director of Human Resources

**Supervisor:** Superintendent

**General Job Description:** The Executive Director of Human Resources will share in the development, application, and interpretation of school and administrative policies. Perform all duties as are delegated by the Superintendent. Coordinate with the Deputy Superintendent for Instruction and the Director of Human Resources concerning the employment, training, assignment and transfer of certified/licensed personnel. Coordinate with the Deputy Superintendent for Operations and Director of Human Resources concerning the employment, assignment and transfer of support personnel. The Executive Director of Human Resources will have the overall responsibility for all personnel matters.

**Essential Duties and Responsibilities:**

1. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourages the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Comply with all School Board policies and administrative regulations.
11. Work cooperatively with principals and department heads in all pertinent personnel functions in both certified/licensed and non-certified/licensed areas.
12. Be responsible for the development and supervision of employee contracts and employment letters.
13. Maintain a file on each employee. The personnel record of the school system will comply with all state and federal regulations.
14. Maintain former district employee files.
15. Follow, maintain, and update all Board of Education policies.
16. Serve as Grievance Compliance officer for the district.
17. Serve as Grievance Compliance officer for the American with Disabilities Act.
18. Work with the Superintendent and Board of Education in all matters concerning Collective Bargaining.
19. Comply with Title IX, and all employment regulations.
20. Assist in interviewing administrative positions and others as appropriate.
21. Serve as coordinator of internal investigations.
22. Supervise the district induction program in cooperation with the Director of Personnel Services.
23. Deal with information that is confidential regarding personnel and labor relations issues.

**Additional Duties and Responsibilities:**

1. Compile recommendations for re-employment lists.
2. Compile those certified/licensed personnel recommended for re-employment.
3. Prepare re-employment notices for certified/licensed staff.
4. Compile recommendations for re-employment list of administrative personnel.
5. Prepare recommendations for re-employment list for instructional support staff.
6. Maintain an inactive file of applications in accordance with federal regulations.
7. Attend recruiting events at colleges and universities.

8. Set up interview schedules to fill vacancies in accordance with the district employment procedure in conjunction with principals and directors.
9. Verify experience and certification/licensure.
10. Maintain a file of current licensure regulations and supply information concerning licensure to applicants.
11. Prepare and distribute notices of vacancy.
12. Preparation and distribution of interview schedules.
13. Maintain and issue to principals and directors a working file of state approved substitute teachers and substitute instructional support personnel, revise as necessary.
14. Comply with reporting requirements of unemployment situations.
15. Maintain checklist of required materials for personnel file, both certified/licensed and instructional support.
16. Compute and prepare contracts and letters of employment with the assistance of the Finance Department and distribute copies.
17. Complete background checks on new employees.
18. Chair Policy Committee to develop and revise district policies.

**Qualifications:**

1. Master's degree.
2. Valid New Mexico license to practice in school administration.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), climbing stairs, reaching, squatting, kneeling, and moving light furniture may be required.

**Safety and Health:**

Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.

Revised 7/94  
Revised 01/03  
Revised 03/04  
Revised 06/08  
Revised 12/08  
Revised 05/09  
Revised 07/13