

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Administrator Human Resources (113)**

Department / Location: Human Resources

FLSA Classification: Exempt

Supervisors Title: Superintendent

Contract: 242 Days

Original date: 04/85 Revised: 03/92 Revised: 09/24 Revised: 07/25 Revised:

GENERAL FUNCTION

The **Administrator of Human Resources** is a member of the Superintendent's Cabinet and is responsible to provide leadership and direction in all matters pertaining to the Human Resource functions within the District, including recruitment, employment, assignment promotion, evaluation, salary placement, employee performance improvement, discipline, investigations, employee and volunteer background checks, leaves, job descriptions, substitutes, policy interpretation, etc.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Prepare and present reports and recommendations to the Board of Education (Board), District administration, Utah State Board of Education (USBE) and other stakeholders regarding HR activities. Respond to requests for information related to HR operations and functions.
- Provide leadership and direction in operation and activities of the Department of Human Resources and ensure compliance with Board goals, policies and guidelines.
- Collaborate with the District's legal counsel in any matters pertaining to personnel matters.
- Assist in interpretation and dissemination of information to employees, community or media concerning personnel matters and assist in responding to issues/concerns.
- Administer the recruitment, employment, assignment promotion, evaluation, dismissal, salary placement, substitute use and fringe benefit programs for all district personnel.
- Provide leadership, training, guidance and assistance to administrators and employees regarding employment, recruitment, employee discipline, policy interpretation or other related areas.
- Create retention strategies to retain effective employees. Continue to remain competitive in recruiting, attracting and retaining high quality employees.
- Serve as a resource to all employees and volunteers regarding compliance, employee leave benefits, fingerprinting and background checks, recruitment, hiring and placement retention strategies. Assist in providing employees with information and resources regarding psychological and emotional support for themselves and/or their family members.
- Ensure the proper administration of personnel policies for all personnel within the District.
- Provide leadership in the development, recommendation and interpretation of personnel policies.
- Ensure maintenance of up-to-date electronic personnel files and employment eligibility documents for all employees.
- Support the business management operation by assisting in preparation of District budgets, monitoring appropriate budget allocations and conducting an annual FTE Audit to ensure fiscal accountability.
- Assist in determining the educational and personnel needs of the district.
- Support the development and implementation of instructional programs through appropriate personnel actions.
- Keep current with state and local trends and development of educational programs, including state licensing requirements.
- Assist in development and implementation of procedures to provide for health and safety of employees.
- Monitor personnel placement to assure proper certification for all assignments and ensure placement of all personnel on the proper salary schedule.

- Implement personnel and payroll procedures that are in compliance with Federal, State and district regulations and policies.
- Act as the district representative in matters related to employee concerns with the Industrial Commission, Utah Professional Practices Advisory Commission, Workforce Services, etc.
- Engage in collaborations with District association groups to resolve concerns. Conduct District Advisory meetings as assigned.
- Develop, implement and evaluate short and long-range planning procedures utilizing appropriate management systems and accountability procedures with the personnel of the Department of Human Resources.
- Represent the district at local, state and national meetings and participate in professional organizations where appropriate.
- Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines.
- Maintain records and required information in a secure location. Maintain confidentiality of all student and employee information.
- Required to travel to District schools or other locations using own transportation.
- This position requires punctual and regular daily attendance at the assigned location and includes work after hours and on weekends throughout the year. Required to attend Board meetings as assigned.

NON-ESSENTIAL FUNCTIONS

- Keep abreast of changes in laws and regulations, trends and developments in education in support of the role of hiring the most qualified candidates.
- Other duties and responsibilities as assigned by the Superintendent.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's Degree in education, human resources, business or related field.
- Requires five (5) years of administrative or leadership experience in education, human resources, business or education.
- Knowledge of USBE licensing requirements preferred.
- Demonstrated ability to write reports, business correspondence, procedures manuals and policies.
- Requires strong computer and educational technological skills.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Requires the ability to establish and maintain a positive working environment.
- Demonstrated ability to work effectively and establish effective working relationships with administrators, candidates, university partners, patrons, USBE employees and employees at all levels throughout the District.

- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires own transportation to travel to various District and other locations.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, including Google, Skyward and some knowledge of artificial intelligence (AI).

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*