

Killeen Independent School District Job Description

Job Title: Director for Auxiliary Human Resources
Reports To: Chief Human Resources Officer
FLSA Status: Exempt

SUMMARY

Plans and carries out policies relating to all phases of auxiliary personnel by performing assigned duties personally or through others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Recommends reviews and designs all job application forms for various auxiliary employee groups used by the district.

Develops advertisements and prepares mailings of auxiliary job announcements within the district.

Communicates with campus administrators about job openings and available applicants.

Receives and responds to letters and telephone inquiries pertaining to auxiliary job openings.

Recruits, interviews, and selects employees to fill vacant positions.

Coordinates new employee orientation to foster positive attitude toward district goals.

Keeps record of applicant transactions such as scheduled interviews and non-selection notices.

Counsels auxiliary employees on personnel issues.

Prepares employee termination notices and related documentation.

Processes employment applications and assists in other employment activities.

Records additional knowledge, skills, abilities, interests, interview results, and other data pertinent to selection and referral of applicants.

Reviews vacancies and matches applicants with job requirements.

Informs applicants of job duties and responsibilities, compensation and benefits, district policies, promotional opportunities, and other related information.

Refers selected applicants for interviews according to policy of the district.

Maintains records of applicants not selected for employment.

Performs reference and background checks on applicants.

Reviews all applicant files for transcripts, references, completed application, appropriate certification/licenses and any other documents required for the position.

Develops and maintains personnel records system for classified and paraprofessional personnel.

Remains current on all certification and license requirements.

Advises administration of district policy regarding equal employment opportunities and compensation.

Assists in managing job audits and maintaining job descriptions.

Writes and delivers presentations to Chief Human Resources Officer regarding human resources policies and practices.

Manages and appraises all staff of the auxiliary personnel services department.

Assists with recruiting for the district.

Ensures that all certification requirements are met by paraprofessional employees.

Coordinates the preparation of certification applications and gathering of necessary documentation for paraprofessional certification.

Assists auxiliary retirees with the processing of required paperwork.

Maintains district records for determining and documenting highly qualified status for paraprofessional employees as required by No Child Left Behind (NCLB).

Arranges for auxiliary pre-employment physicals and/or drug testing.

Assists auxiliary employees with personnel issues.

Provides guidance to campus administrators on auxiliary personnel issues.

Prepares budget for Auxiliary Personnel.

Administers and maintains the records for the Texas Higher Education Coordinating Board Educational Aide Exemption Program for all eligible employees.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises employees in the Auxiliary Human Resources Department. Is responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's Degree in Education or Human Resources, or equivalent, and five years of experience in personnel management.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common business and personnel journals, budget reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to board of trustees, administrators, principals, employees, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS

Knowledge of the selection, training, and supervision of personnel

Ability to implement policy and procedures

Ability to interpret data

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to develop and deliver training to adult learners

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.