

## **Killeen Independent School District Job Description**

**Job Title:** Director for Employee Relations  
**Reports To:** Chief Human Resources Officer  
**FLSA Status:** Exempt

### **SUMMARY**

Develops policy and directs and coordinates human resources activities, such as employment, leave compensation, labor relations, recruitment, and employee services by performing assigned duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Explains to workers district and governmental rules, regulations, and procedures, and need for compliance.

Gathers information on workers' feelings about factors that affect worker morale, motivation, and efficiency.

Meets with management to discuss possible actions to be taken when grievance has been filed.

Inspects work stations to ensure required changes or actions are implemented.

Interviews workers to determine reactions to specific actions taken. Prepares reports on workers' comments and actions taken.

Seeks out, interviews, screens, and recruits job applicants to fill existing district job openings.

Provides information on district facilities and job opportunities to potential applicants.

Interviews college applicants to obtain work history, education, training, job skills, and salary requirements.

Screens and refers qualified applicants to company hiring personnel for follow up interview.

Performs reference and background checks on applicants.

Coordinates requests for leave and the Family and Medical Leave Act (FMLA) and ADA.

Corresponds with job applicants to notify them of employment consideration.

Informs district employees of employee welfare.

Assists employees in the solution of personal and professional problems.

Oversees full operation of the Substitute Center.

Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Employee Relations Department, which includes the Substitute Center and District Substitute teachers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring; 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 Business Administration or equivalent, and three years or more of educational administration.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Supervisory Certificate.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to members of the board of trustees, administrators, principals, and staff.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **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.