

**Killeen Independent School District  
Job Description**

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

**SUMMARY**

Directs and manages the district's professional human resources functions. Responsible for the implementation of human resource programs to include professional staffing and salary administration. Recommends and implements legally sound and effective human resource management programs, policies, and practices.

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

Identifies current and future needs of the district and align processes and procedures including recruitment, selection, on-boarding, evaluation, and retention strategies

Ensures district compliance with federal and state laws and regulations.

Works with principals and other administrators to forecast staffing needs and develop staffing plans.

Develops and implements recruitment and retention strategies and a screening and selection process for all employees.

Ensures that all teachers have the appropriate credentials for assignments.

Provides a system for new employees to acquire appropriate information, support, and training necessary for success on the job.

Oversees aspects of contract administration.

Directs the administration of the district's compensation program including job descriptions, salary surveys, and position reclassifications.

Develops, implements, administers, and monitors procedures for salary administration and placement of new hires.

Oversees personnel records management and ensure compliance with the state records management program. May serve as designated records management officer.

Compiles, maintains, and files all reports, records, and other documents as required.

Stays abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly.

Ensures compliance with local, state and federal laws regarding human resources management and development. Stays abreast of state and federal public policy changes that could impact the district.

Identifies and assists in implementing innovative technology applications within personnel services.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises employees in the area of professional hiring (elementary, secondary, and special education/special programs), certification, contract administration, position management, compensation, and file management. 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 Personnel Management, Human Resources, Education or equivalent required, five or more years of related experience required.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, principals, teachers, staff and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as proportions and percentages. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **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 travel; occasional statewide travel 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.