

**TITLE:**                   **Director of Human Resources, Safe Schools & Information Technology**

**REPORTS TO:**       **Superintendent of Schools**

**Basic Function:**

The Director of Human Resources, Safe Schools & Information Technology has a major leadership role as advisor to the Superintendent of Schools in the areas of personnel, pupil and staff projections, budgeting, public records access, Title IX, work place investigations, Safe Schools oversight and coordination, and Instructional Technology (IT) oversight and coordination.

**Scope of Activity:**

The Director of Human Resources, Safe Schools & Information Technology is directly responsible to the Superintendent. The responsibilities listed in this job description cannot be considered all inclusive; they are guidelines to help identify the major elements of the job. Specific assignments will be reviewed as needed (but no less than annually) by the Superintendent. Changes will be made as needed.

**Responsibilities:**

The Director of Human Resources, Safe Schools & Information Technology will assist the Superintendent in carrying out responsibilities as outlined in Policy 3120, Duties of the Superintendent.

1. Human Resources

- a. Advise the Superintendent concerning personnel issues and serve as Human Resources Director.
- b. Recruitment of all staff – support and instructional.
- c. Facilitate selection of all staff.
- d. Supervise the recruitment, orientation, training, and evaluation of the support staff.
- e. Ensure compliance with Civil Service regulations for the selection of support staff.
- f. Coordinate the development of pupil enrollment projections, class sections, and staff projections in conjunction with the Superintendent and Assistant Superintendent for Instruction.
- g. Ensure compliance with State and Federal regulations.
- h. Act as District Hearing Officer as designated by the Superintendent.
- i. Act as District Public Access Records Officer (FOIL) and Title IX Officer.

- j. Represent the Superintendent at designated meetings.
- k. Establish and maintain personnel records for all District employees in the capacity of Human Resources Director.
- l. Interpret contract language for all unit contracts.
- m. Facilitate contract negotiations for all units.
- n. Chair labor management committees.
- o. Handle grievances for all units.
- p. Communicate with bargaining unit presidents as needed.
- q. Solicit grant opportunities and facilitate grant writing process.
- r. Assist the Superintendent and Assistant Superintendents in budget preparation, special studies, and surveys.

## 2. Safe Schools

- a. Communicate with staff members (Administrators, Custodians, Maintenance Staff, Teachers, Central Administration, etc.) as needed in regard to safety and health related items.
- b. Coordinate with and take advisement from local law enforcement agencies and emergency service agencies to improve school safety.
- c. Coordinate and facilitate Safe Schools meetings (Regional and District) and oversee associated actions resulting from Safe Schools meetings.
- d. Report all safety and health concerns to the Superintendent or his/her designee.
- e. Chair related Safe Schools Committees and associated sub-committees.
- f. Oversee Safe Schools plans (District level and Building Level). Oversee annual updating and advise on related safety plans and associated drills.
- g. Report out as requested to the Superintendent, his/her designee, and/or the Board of Education on any safety and health related items.

## 3. Information Technology

- a. Manage and oversee all aspects of the administrative and educational technology planning, implementation and utilization in collaboration with the Board of Education Information Technology Committee, District-wide Technology Committee, Instructional Technology Council and IT Department staff.
- b. Work in concert with the Assistant Superintendent for Management Services & Strategic Planning for IT financial planning and overall IT strategic planning.
- c. Provide IT leadership and oversight in the areas of office automation; student, finance and personnel systems.

- d. Supervise staff in the operation of the hardware, software and network infrastructure as well as all computer applications supported by the District.
- e. Work in collaboration with the Board of Education Information Technology Committee, District-wide Technology Committee, Instructional Technology Council and IT Department staff to establish long range and short range technology plans and strategies to integrate technology into student learning.
- f. Provide leadership, direction and implementation oversight of all District Technology Plans, objectives and projects.
- g. Provide advice, leadership, and expertise in short- and long-range technology planning and vision, and PK-12 educational technology use and integration.
- h. Manage, supervise and evaluate the staff in the Information Technology Department.
- i. Plan, organize, and direct the implementation of both small and large IT initiatives.
- j. Prioritize, delegate and assist in troubleshooting daily operational issues and concerns of users and technology operations.
- k. Oversee the evaluation, selection and purchasing of all District technology and telecommunications equipment. Complete this work in concert with the Assistant Superintendent for Management Services & Strategic Planning.
- l. Determine bid specifications and oversee technology bidding procedures in concert with the Assistant Superintendent for Management Services & Strategic Planning.
- m. Plan and prepare the Information Technology Department budget.
- n. Keep abreast of changing trends, developments and technologies in assigned areas of responsibility.
- a. Serve on various ad hoc committees or task forces, as appropriate.

The Director of Human Resources, Safe Schools & Information Technology will perform all other duties assigned by the Superintendent.

Adopted: June 3, 2014

Revised: June 17, 2014