

SPEED JOB DESCRIPTION

Job Title

Director of Human Resources

Supervisor

Superintendent

Job Title

Administration

Salary Range

Commensurate with experience

Qualifications

- Administrative Type 75, MA required, experience in Human Resources preferred.
- Ability to establish and maintain relationships with universities and agencies.
- Understanding of personnel salaries/benefits.
- Must possess and demonstrate skills in use of the computers and software applications including Microsoft Word, Excel, and Power Point. Experience with Infinite Visions software is a plus.
- Exceptional organizational skills, exhibit high degree of attention to detail and proficient in independently performing detailed special assignments with a high degree of accuracy.

Essential Duties

1. Adheres to and enforces board policy, school guidelines, administrative directives and district standards.
2. Enforces guidelines to maintain proper discipline and conduct.
3. Assists in maintaining an effective and safe school environment.
4. Works as a team member to meet the system-wide needs of the district.
5. Collaborate with administrators on performance objectives.
6. Facilitates communication between staff, students, and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
7. Performs other related duties as assigned.

Job Responsibilities

- Demonstrates flexibility in program planning.
- Makes recommendations to the Program Principal about appropriateness of placement.
- Organizes and maintains complete and correct records.
- Assists in the facilitation of placement of staff.
- Attend job and recruitment fairs.

Skills/Competencies

- Ability to read, analyze and interpret documents and spreadsheets in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to learn and use a variety of computer programs including online subscription services and databases effectively to evaluate and manage information.
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.

- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 242 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date