

Danville City School District

Chief Human Resources Officer (3461)

JOB POSTING

Job Details

Posting ID

3461

Title

Chief Human Resources Officer

Description

GENERAL DEFINITION OF WORK:

Under the supervision of the Superintendent, the Chief Human Resources Officer is responsible for planning, directing, and implementing a sound program of human resources administration for Danville Public Schools.

ESSENTIAL FUNCTIONS:

- Provide leadership in the development and maintenance of a top quality system of human resource services for the school division
- Supervise and evaluate the work of the Department of Human Resources
- Develop, recommend, and administer personnel policies and procedures to guide all phases of human resources administration in the school division
- Oversee a recruitment and selection program designed to attract a pool of qualified candidates for all positions, to include:
 - developing advertisements and communicating with a variety of recruitment sources
 - interviewing candidates for positions and screening applications
 - coordinating the selection of final candidates with building principals and department heads
 - recommending licensed finalists to the School Board for approval
- Assure that recruitment, selection, and hiring practices in the Educational Support Personnel area (administrative support staff) are in accordance with state and federal law and with Danville School Board policy
- Collaborate with other key division leaders in support of the Business Partnership Program
- Administer an efficient system of personnel record keeping, to include:
 - confidential personnel files on all employees
 - application files for all candidates
 - computerized records on all employees
- Develop and maintain current job descriptions for all positions
- Collaborate with the Division's Chief Financial Officer to develop and administer a sound program of salary and position classification, to include:
 - recommending salary ranges for all positions in accordance with approved procedures
 - investigating and making recommendations on reclassification requests
 - processing salary changes in accordance with approved Board guidelines
- Administer procedures for placing employees onto the payroll system, assuring proper accounting for positions and account codes
- Collaborate with the Division's Chief Financial Officer in administering the division's salary programs to include development of salary schedules and associated costs
- Administer the issuance of teacher and administrative contracts and other documents necessary to effect assignments
- Administer of a sound program of performance evaluation for all groups of employees, to include developing and recommending programs to the Board, communicating the programs to employees, school administrators and supervisors in the use of the programs, and evaluating the programs' effectiveness
- Develop and monitor budgets for assigned areas
- Develop and distribute employee communications such as the employee handbook, the school division directory, informational brochures and pamphlets, and other materials relating to employment with Danville Public Schools
- Supervise the administration of the State licensure guidelines for all licensed employees, to include:

- o maintaining all recertification records
 - o making appropriate placement/assignment decisions based on licensure/endorsement status
 - o assuring that licensure for all professional staff is current
 - o working with staff in analyzing necessary course work for licensed personnel
 - o serving as liaison with the Virginia Department of Education on licensure matters
- Counsel employees, the Superintendent, and the School Board on personnel-related issues, to include legal and grievance matters
- Oversee the development of a pool of qualified substitute employees and works with the Department of Information Technology to ensure the proper and efficient operation of the automated substitute calling system
- Collaborate with the Division's Department of Curriculum and Instruction to ensure that a quality program of staff development exists for all employees, to include helping with assessing training needs, developing in-service training opportunities, registering employees, and conducting specific training in personnel-related topics
- Initiate studies on personnel-related issues and makes recommendations to the Superintendent and/or School Board
- Assure that all personnel practices are in accordance with state and federal law and Board policy
- Make required reports to state and federal agencies, participate in surveys, and provide information to authorized agencies or individuals on personnel matters
- Attend and participate in all School Board meetings
- Attend and participate in Division-level administrative meetings
- Attend and participate in other meetings as required and/or requested by the Superintendent
- Administer the Division's Affirmative Action plan
- Serve as the division's Title VII/IX compliance officer
- Oversee the exit interview program, apprising the Superintendent and/or School Board of any problems or patterns that should be addressed
- Administer the following areas:
 - o responding to annual School Accreditation Reports and rectifying problem areas
 - o meeting with people new to the community who are interested in employment with the Danville Public Schools
 - o developing strong liaisons with community agencies
- Oversee the coordination of services for new employees, to include the New Employee Orientation
- Collaborate with the other members of the Executive Team/Superintendent's Cabinet to coordinate the Division's annual Summer Leadership Team Symposium/Retreat
- Chair various task forces on human resources-related matters
- Maintain an effective communications system with the Division's internal and external stakeholders
- Oversee the placement of student teachers and college/university students who do field experience/ internship activities in Danville Public Schools
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must possess the ability to plan and supervise the work of others
- Must possess excellent communication and human relations skills
- Must possess the ability to establish/maintain effective working relationships with students, staff, parents, and the public

EDUCATION AND EXPERIENCE:

- Graduation from an accredited undergraduate program in education or human resources; supplemented by coursework, certification, or master's degree in personnel/human resources management or a related field
- Minimum of five (5) years of increasingly responsible experience in executive leadership, personnel/human resources administration, some of which should have been in education
- Functional knowledge of commonly-used office computers and programs
- Combination of education and experience may suffice for the above

Shift Type
Salary Code

Full-Time
Per Year

Salary Range
Job Category

\$134,293.00 to \$194,630.00
Classified

External Job Application

Non-Licensed Administrator

Internal Job Application

Non-Licensed Administrator

Location

CENTRAL OFFICE

Posting Status

Active

Minimum Qualifications Screening

Job Class Code

ADMINISTRATORS-260

Job Application Timeframes

Internal Start Date

General Start Date

07/02/2024

Internal End Date

General End Date

Job Pools

Pool Name

Quantity

Requisition ID

Requisition Title

Default

1

Alternate Job Contact

Name

Title

Location

Phone

Email

References

Automatically Send Reference Check

Yes

Reference Check Form

Licensed/Non-Licensed Administrator Survey