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Position Title: Director of Human Resources  
Qualifications: Strong educational and employment history in human resource management and payroll activities  
Department: Human Resources  
Reports To: Superintendent

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I. Summary:

This is a professional position responsible for human resource affairs, benefits administration, and oversight of payroll of the school district in accordance with district policies, procedures, and federal and state guidelines.

II. Essential Duties and Responsibilities:

- A. Oversee and ensure accuracy of employee management in connection with the Superintendent/School Board Executive Assistant and the District Accountant.
- B. Coordinates procedures for staff recruitment, selection and evaluation programs.
- C. Oversee employee recruitment, application, and interviewing process for job candidates.
- D. Oversee the district staffing plan and assist administration with recommending and assignment of personnel.
- E. Prepare job descriptions.
- F. Assist the superintendent in overseeing handbook and employment policy implementation.
- G. Oversee payroll for all school district employees and maintain accurate, up-to-date files of payroll and personnel.
- H. Administer Employee Benefits.
- I. Receive, implement and maintain W-4 forms, insurance records, dock pay, flex plan, tax-sheltered annuity, garnishments, child support and other miscellaneous employee payroll deductions in connection with the District Accountant.
- J. Process verifications of employment and wages, and unemployment compensation reports.
- K. Report and maintain workers' compensation claims and records.
- L. Conduct new employee orientations and enroll them in appropriate payroll and benefit programs.
- M. Oversee pre-employment placement tests, occupational functional capacity tests, drug tests and background checks on new hires, safety training, volunteers, and coaches or randomly as requested by administration.

- N. Maintain current records on physicals for new employees.
- O. Serve as a resource person for the staff on the district's employee benefit programs, including group health insurance, disability insurance, retirement plans, dental insurance, sick leave, personal leave, leaves of absence, etc., working closely with business services and supervisors to insure consistent interpretation and administration..
- P. Meet with terminating and retiring employees to discuss payroll and benefits, and process paperwork accordingly.
- Q. Prepare payroll and human resource surveys and reports as required by administration or state and federal government.
- R. Assist with annual financial and worker's compensation audits.
- S. Effectively use interpersonal skills to communicate with all levels of staff, the Board of Education, vendors and the public.
- T. Is knowledgeable and implements the West Salem School Board policies.
- U. Attend professional meetings and workshops to stay abreast of payroll and human resources regulations.
- V. Develop, prepare and maintain effective processes for evaluation of employee performance including non-renewals, terminations, dismissals, and suspensions.
- W. Administer leaves of absences, including FMLA and serve as a liaison for unemployment and benefit claims.
- X. Serves as the District Non-Discrimination Officer working in conjunction with the Administrative Assistant to the Pupil Services Director.
- Y. Implements and supervises the district substitute lists, calling procedures and training.
- Z. Serves on the Board negotiating teams as assigned.
- AA. Works in conjunction with the District Wellness Coordinator.
- BB. Provides direction in handling employee relations issues, serving as a resource by being available to administration and supervisors to assist them in addressing employee issues based on District policy and employment laws.
- CC. Analyze options and cost alternatives for employee benefits, recommend benefit program modifications and lead the implementation of any changes, as well as the annual benefits re-enrollment process.
- DD. Perform all duties as assigned by the Superintendent.

III. Supervisory Responsibilities:

District Receptionist/Transportation Assistant and Administrative Assistant to the Pupil Services Director.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

Bachelor's degree in human resources, education or business-related field. Preference for experience in public education and working with human resources and payroll activities.

B. Certificates, Licenses, Registrations:

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write business memos and correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public.

D. Mathematical Skills:

Ability to read charts and graphs, and create spreadsheets, graphs, charts and miscellaneous reports. Very high level of accuracy and attention to detail required.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff and community members.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.

2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentation and telecommunications.

G. Other Skills and Abilities

1. Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
2. Knowledge of current employment laws at State and Federal levels (including but limited to ERISA, HIPAA, FLSA regulations, FMLA, COBRA, ADA, and WRS) as well as regulatory recordkeeping and retention requirements.

H. Physical Demands:

1. 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.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

APPROVED: January 8, 2007  
August 13, 2012  
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