

Job Description

Job Title: Executive Director of Human Resources

Position Code:

Job Classification: Exempt

Supervisor: Superintendent

Pay Grade: 53

Contract Length: 245 Days

Job Summary

The Executive Director of Human Resources provides strategic leadership and oversight of the school division's human resource functions. This position ensures the recruitment, retention, and development of a diverse and highly effective workforce to support student achievement. This includes ensuring a competitive and equitable total compensation package for all staff. The Executive Director leads efforts to establish a positive, equitable, and professional workplace culture while safeguarding compliance with all applicable laws, policies, and collective bargaining agreements.

Essential Duties

1. Serve as a key advisor to the Superintendent and School Board on all human resource matters, including staffing, labor relations, compensation, benefits, and policy development.
2. Drive initiatives to improve workplace culture, employee engagement, and organizational effectiveness across the division.
3. Lead division-wide recruitment and retention efforts to attract and retain diverse, high-quality talent for instructional, administrative, and support roles.
4. Oversee robust onboarding processes to ensure smooth integration of new employees into the school division.
5. Promote a culture of trust, fairness, and accountability while ensuring compliance with labor laws and regulations.
6. Responsible for the implementation and monitoring of performance evaluation systems for all staff to ensure alignment with division goals.
7. Facilitate professional development programs to promote employee growth, leadership development, and retention.
8. Establish partnership with principals and supervisors to address performance concerns and create improvement plans as needed.
9. Oversee development, maintenance, and implementation of competitive compensation structures, salary schedules, and employee benefits programs to ensure competitiveness and fiscal responsibility.
10. Serves as a fiduciary for the school division making fiscally responsible recommendations for the School Board and employees with regard to compensation, benefits, and supplemental retirement plans.
11. Directs the management of HR systems, payroll processing, leave administration, and employee records to ensure efficiency, accuracy, and compliance.
12. Collaborate with the finance department to forecast staffing costs and manage HR budgets effectively.
13. Ensure compliance with all applicable federal, state, and local employment laws, including EEO, FLSA, ADA, FMLA, Title IX, and other relevant legislation.
14. Develop, update, and interpret human resource policies, procedures, and handbooks.
15. Maintain confidentiality and ensure proper handling of personnel records and sensitive information.
16. Oversee HR data systems to provide accurate and timely data for decision-making.
17. Analyze key HR metrics, such as retention rates, staffing trends, and employee satisfaction, and recommend strategies for improvement.
18. Prepare and present HR reports for the Superintendent, School Board, and other stakeholders.
19. Identifies legal requirements and government reporting regulations affecting the human resource's function and directs the preparation of information required for compliance.

20. Leads selection process for filling of vacancies in key leadership positions.
21. Models' nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain current knowledge of developments and research in the profession.
2. Performs any other related duties as assigned by the Superintendent.

Job Specifications

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. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Master's degree from an accredited college/university or bachelor's degree in human resources management, public administration, business administration or a related field required. HR Certification(s) are preferred. A combination of human resources leadership experience and K-12 building administrator experience.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

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. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Human Resources Staff

Supervision Received: Superintendent

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director of Human Resources will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

