

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS

Job Description

Date: April 7, 2025

Title: **EXECUTIVE DIRECTOR OF HUMAN RESOURCES**

Reports To: Superintendent of Schools

Employment Status: Full Time

FLSA STATUS: Exempt

Qualifications:

- * Ohio Superintendent, Administrative, or Alternative Administrative Specialist license
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Good health, physical stamina, fitness and vitality
- * Minimum 5 years administrative or human resources experience

General Description: Administer the personnel operations of the Delaware City School District.

Essential Functions:

1. In the absence of the superintendent and assistant superintendent, serve as the chief administration officer of the district.
2. Assist in the preparation and administration of the budget for functional areas of responsibility.
3. Assist in the development of district-wide policies, administrative guidelines and forms concerning functional areas of responsibilities.
4. Meet and work with principals and directors regarding the supervision of staff including evaluation.
5. Recruit, interview and recommend in consultation with appropriate personnel for certified and classified positions for both employment or termination purposes.
6. Attend board meetings, including executive sessions, as required. Prepare reports for board meetings as directed by the superintendent.
7. Actively participate in local, state and national professional organizations and conferences through membership, attendance and/or presentations.
8. Oversee development of specifications for goods and services purchased on a bid basis.
9. Review district requisitions in collaboration with the Treasurer/CFO.
10. Develop annual student school year calendar in consultation with DCEA, OAPSE and UE.
11. Collaborate with director of facilities and transportation for service contracts of district equipment.
12. Administer district insurance programs for liability, fleet and property.
13. Establish work hours and work calendar for staff.
14. Supervise and evaluate the director of facilities and transportation and the director of food service.
15. Recommend and advise the superintendent regarding the closing or delay of school.
16. Assist the board in acquisition of property.
17. Assist with negotiations on behalf of the board.
18. Assist in the design, construction, renovation and remodeling of facilities.
19. Work with staff on evaluation process for both teaching and classified positions.
20. Give final approval on field trip requests.
21. Administer compliance with OSHA, PERRP, Workers Compensation.
22. Serve on the district crisis management team.

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- 23. Oversee licensure renewal process through the LPDC committee.
- 24. Collaborate on new teacher orientation and assignment of mentors for entry-level teachers.
- 25. Administer & manage district injury and accident reporting.
- 26. Administer and manage all district safety & compliance trainings.
- 27. Serve as district representative to ESC/COG Board.
- 28. Administer tuition reimbursement and salary scale placement for educational attainment.
- 29. Administer district Title IX compliance and reporting.
- 30. Serves as hearing officer for employee grievances/complaints.
- 31. Manage staff health/accommodation requests.
- 32. Oversight of the maintenance of personnel records & files.
- 33. Other duties as assigned by the Superintendent.

Expectations:

- 1. Demonstrate support for the district's Vision, Mission and Beliefs.
- 2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
- 3. Ensure that decisions are based on data.
- 4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
- 5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
- 6. Adhere to and enforce all board policies.
- 7. Perform other tasks as assigned by the immediate supervisor.
- 8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Additional Working Conditions:

- 1. Occasional exposure to blood, bodily fluids, and tissue.
- 2. Occasional operation of a vehicle under inclement weather conditions.
- 3. Occasional interaction among unruly children.