



**THOMPSON SCHOOL DISTRICT**  
**ADMINISTRATIVE / PROFESSIONAL/TECHNICAL**  
**JOB DESCRIPTION**

**Job Title:** Director – Human Resources  
**Prepared Date:** April 2025  
**Work Year:** 260 days  
**Department:** Human Resources  
**Reports To:** Assistant Superintendent Human Resources  
**Salary:** APT Salary Schedule B – Range 14

- The starting salary for Range 14 is \$113,332 - \$164,211
- The posted salary range is what an employee would expect to reach with longevity in the District. New employees would expect an offer between the beginning to midrange of the salary range depending on relevant experience.

**Benefits:** Health, dental and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

**ABOUT THOMPSON SCHOOL DISTRICT:**

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at [thompsonschoools.org](http://thompsonschoools.org) to learn more.

**SUMMARY**

Position is responsible for developing, implementing, and maintaining a human resources program to include employment processes, employee counseling, development and professional growth, benefits, compensation, performance management, internal employee communication, and regulatory compliance. Supports Assistant Superintendent of Human Resources in the day to day operations of the Human Resources Department including employment and termination, contracting and salary agreements. Responsible for the recruiting and Teacher Quality of licensed staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Assistant Superintendent of Human Resources regarding Human Resources policies, practices, and personnel situations.
- Address personnel issues and concerns, including discipline and discharge issues (hearings and appeals).
- Personnel recommendations related to hiring, transferring, increases or decreases and terminations and separations to the Board of Education.
- Process staff terminations including exit interviews, notification to employee, supervisor, payroll and insurance
- Notify payroll of staff salary compensation.
- Oversee classified support, including tracking of performance evaluation on all licensed staff.
- Oversee salary information computation and distribution for licensed, APT, and classified staff.
- Oversee licensed staff column changes, including verification of hours and notifying employees and payroll.
- Serve on District committees and attend meetings.
- Hires and supervises the Human Resources staff composed of administrative/professional/technical and classified personnel.
- Screen applicants for various Administrative vacancies.



**THOMPSON SCHOOL DISTRICT  
ADMINISTRATIVE / PROFESSIONAL/TECHNICAL  
JOB DESCRIPTION**

- Coordinates with other departments and the office of staff development to provide training for non-instructional personnel.
- Responsible for reports and surveys regarding district personnel including those required by state and federal law.
- Keep informed on Fair Labor Standard Act policies
- Administers the human resources information system (HRIS) to readily provide employee data to management for purposes of planning and monitoring including full implementation of the position control and employee self-service systems.
- Responsible for investigation of FBI/CBI reports.
- Responsible for the duties of the Title IX compliance officer
- Oversee substitute employees' assignments
- Administers employment policy, procedures, and recruitment programs to ensure proper staffing of open positions with the best qualified full-time, part-time, and substitute personnel and the attainment of required levels of highly-qualified staff.
- Develops, implements, and coordinates employee relations programs ensuring that positive, open communications between management and employees exist to include new employee orientation, employee opinion surveys and internal communication publications.
- Interprets policies and provides consultation and assistance in human resources matters to management and employees.
- Identifies legal requirements and government reporting regulations affecting the human resources function and directs the preparation of information required for compliance.
- Leads selection process for filling of vacancies in key leadership positions.
- Models non discriminatory practices in all activities.
- Administers an up-to-date evaluation and classification program for positions in the division, to include maintaining current job descriptions.
- Effective and clear verbal and written communication skills
- Perform other duties as assigned.

*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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING**

Master's Degree with a major pertinent to the position requirements.

**EXPERIENCE**

Five or more years' experience in the related field

**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. Five or more years of human resource or school division leadership experience required. Knowledge of human resource management and related laws and policies required. Demonstrated ability to advise management and employees on resolution of human resources issues, using conflict management, interpersonal and team building skills required. Experience employee hiring, supervising professional staff, managing budgets and transforming human resource data into management information required.



**THOMPSON SCHOOL DISTRICT  
ADMINISTRATIVE / PROFESSIONAL/TECHNICAL  
JOB DESCRIPTION**

**CERTIFICATES, LICENSES, & REGISTRATIONS**

Must be eligible for Principal or Administration licensing. Type D licensed preferred. Certificate in Human Resources related program/s preferred. (SPHR/PHR)

**DECISION MAKING**

An example of a typical decision made by an individual in this position is placing all licensed employees based on previous experience and educational background. An incorrect decision made by this position could impact the District causing moral issues and financial implications. Errors made in decision making could potentially result in substantial embarrassment or cost to the District.

**CONTACTS**

Daily contact with classified staff in the same department/school, professional staff in the same department/school, professional staff in other departments/school and the BOCES to negotiate controversial matters. Weekly contact with advisory committees, school support team and administrative leadership team to negotiate controversial matters. Monthly contact with the general public, community members and public agencies to maintain relationships.

**SUPERVISION**

Directly supervises approximately 4 classified employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. This position is responsible for the hiring process. In addition, this position is responsible for both budget development and accountability.

*The physical demands, work environment factors, and mental functions described below 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.*

**WORK ENVIRONMENT**

The noise level in the work environment is usually quiet.

*The physical demands, work environment factors described below 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.*

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. Candidate is regularly required to speak and listen. The employee frequently is required to stand; walk; sit and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants



**THOMPSON SCHOOL DISTRICT  
ADMINISTRATIVE / PROFESSIONAL/TECHNICAL  
JOB DESCRIPTION**

for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.**

**Employment is contingent upon successful completion of the post-offer screening process, including a background check and completing interview questions through SparkHire.**