

**PUEBLO SCHOOL DISTRICT 60**  
**ADMINISTRATIVE JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Director of Human Resources  
**Prepared Date:** 7/2/2018  
**Revised Date:** 9/1/2023  
**Work Year:** 220 days  
**Department:** Human Resources  
**Reports To:** Assistant Superintendent of Human Resources  
**Salary Range:** APT Salary Schedule  
**Benefits:** Fringe Benefits based on Schedule C Benefits  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Director of Human Resources is responsible for assisting in the management of all HR operations within the district including developing and implementing human resources policies, practices, and procedures; certified and classified employee relations issues and practices; employment investigations; facilitating the processes of litigation, EEOC, Fair Labor Standards, ADA, and various employee/association grievances; and assisting in the administration of labor relations and collective bargaining contracts for assigned areas of responsibility

**QUALIFICATIONS:**

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. 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.

**REQUIRED:**

- A Bachelor's degree with a major in education, personnel, public, or business administration, or a related field
- Minimum of three (3) years of experience in human resources management or five (5) years of public school administrative experience.
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Master's degree in education, human resources or business management
- Previous experience in K-12 education HR
- Spanish speaking skills

**KNOWLEDGE AND SKILLS:**

- Excellent leadership and organizational skills and the ability to motivate people
- Knowledge of Human Resources processes, procedures, practices, and policies
- Strong working knowledge of federal and state laws that apply to employee relations
- Knowledge of how to conduct an investigation regarding: hostile working environment, sexual harassment, ADA noncompliance, and EEOC.
- Knowledge and experience in the principles and practices of labor relations and negotiations
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to work cooperatively with others in a diverse educational community
- Knowledge of the functions of personnel, wage and salary administration, contract interpretation, investigations, evaluations, supervision, and discipline
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities.

Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Protect organization's value by maintaining confidentiality in all aspects of assignments.
- Serve as a resource regarding policy and procedures
- Serve as a resource to central and building administration, and other district leadership.
- Supervise and evaluate the performance of staff assigned to his/her supervision.
- Attend board meetings, as necessary, to facilitate district communication and maintain congruence with district goals.
- Implement the negotiation, grievance, and employee relations functions assigned to ensure fair and equitable treatment of all employees.
- Implement the district's program of employee discipline, up to and including terminations, in a manner to ensure compliance with all district policies.
- Conduct employee relations that include, but are not limited to: enforcing workplace policy, identifying employee concerns, investigating complaints, and resolving workplace issues and conflict.
- Consult and advise supervisors and administrators regarding issues of compliance of employee master agreements. Monitor progressive discipline actions.
- Ensure equal access and non-discrimination practices for all employees with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Responsibilities included, but not limited to, investigates and mediates disputes on disability related matters; audit and maintain records of all employees with 504 plans.
- Serve as chief spokesperson and negotiations team member for Classified and unrepresented employee groups to negotiate yearly contracts and to develop contract language to ensure language meets Board of Education statements without violating operational limitations or superintendent policies.
- Support the implementation, communication, and observance of all Board of Education Policies and Administrative Procedures by the district staff in order to meet state statutes and ensure consistent and equitable governance.
- Perform all duties pertaining to committees, workshops, conferences, reports, task forces, and meetings, including but not limited to, compilation and preparation of preliminary drafts for various reports, special studies or surveys, and others as assigned by the Supervisor.
- Attend scheduled and unscheduled meetings with staff supervisors, building administrators, and others to discuss benefits related issues.
- Process information using word processing, email, internet, work order system, purchase order system, supply and data processing request systems, and other computerized processes as needed.

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Executive Director of Human Resources and/or Superintendent

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.

**PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 6 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (6 – 9 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.