Chief Human Resources Officer at the Anchorage School District

Anchorage School District Education Center
5530 E Northern Lights Blvd
Anchorage, AK 99504

Open until filled
Salary: $174,000 - $175,100, DOE

Job Summary
The Chief Human Resources Officer oversees the functions of the Human Resources Division, including Talent Management, Labor Relations, and Benefits. The Chief advises principals, managers and supervisors, oversees implementation of the District’s evaluation systems, interprets negotiated agreements and manages relations with bargaining unit representatives, develops policies and procedures, and manages division budgets and functions.

Job Requirements
The following are required:
1. Bachelor’s degree.
2. Type B Administrative Certificate (or eligible to complete certification within six months of hire) OR Master’s or other advanced degree (years of direct HR experience in a supervisory role may be considered in lieu of advanced degree requirement).
3. Five years progressively responsible experience as a supervisor, manager, director, or similar position in a large organization.
4. Human Resources Professional (PHR) or SHRM Certified Professional (SHRM-CP), or commitment to obtain certification within six months of hire.

The following are preferred:
1. Knowledge and experience in a range of employment practices including talent acquisition and management, labor relations, collective bargaining, and employee benefits.
2. Experience working with governing boards and executive leadership teams.
3. Strong conflict resolution and mediation skills.
4. Strong written and verbal communication skills.

Essential Job Functions
1. Responsible for overseeing all functions of the Human Resources Division including Talent Acquisition and Management, Labor and Employee Relations, Benefits, Human Resources information systems, and Substitute Dispatch.
2. Oversees development and implementation of evaluation systems for all certificated, classified and exempt personnel.
3. Coordinates with District departments to implement professional development programs.

5. Counsels managers and supervisors on the administration of personnel programs, personnel issues, performance standards, performance appraisal, and unit-level discipline.

6. Provides guidance and training to supervisors who have grievance resolution responsibilities.

7. Interprets and administers collective bargaining agreements.

8. Negotiates or supervises the negotiation of collective bargaining agreements.

9. Develops and implements procedures for processing employee leave requests.

10. Coordinates efforts with the Superintendent to respond to requests for information.

11. Attends School Board meetings and other meetings as directed by the Superintendent.

12. Directs the employees of the Human Resources Division. Makes routine employment decisions by setting goals, monitoring and evaluating performance, and taking appropriate follow-up actions.


The Anchorage School District is an Equal Opportunity Employer.