

**Job Title:** Chief Human Resources Officer

**Position Function:** Directly responsible for providing leadership in developing and executing Human Resources strategy in support of the overall strategic direction of the District. Provides strategic leadership and advice on Human Resources matters to the District Leadership Team. Responsible for strategic recruitment, hiring, succession planning, talent management, change management, organizational and performance management, compensation and benefit programs. Serves on the negotiations committees.

**Essential Performance Responsibilities:**

- Develops, executes, and manages the human resource strategy and programs to support all divisions of the school district
- Develops a comprehensive strategic recruiting, retention, and exit plan to meet the human capital needs of the district
- Works with the Manager of Staffing & Recruitment to implement the strategic recruitment and hiring plan for certified and classified positions
- Oversees the strategic plan for Employee Benefits that are competitive and cost effective and supervises the activities of the Employee Benefits and Insurance Management Manager and other programs in the Human Resources Division
- Analyzes employee engagement and develops programs to grow and develop certificated and classified employees
- Works with the Manager of Human Resources Information Systems to ensure that all employment records/data are maintained and meet all federal, state and local requirements
- Develops programs to evaluate, grow, and develop certificated and classified employees
- Works cooperatively with various organizations and supervisors concerned with employment issues
- Oversees the onboarding procedures for all new employees
- Develops a strategic plan to automate manual processes, improve Human Resources processes and assumes overall responsibility for employment records and reports, as well as job listings, analyses, descriptions, classifications, qualifications and performance ratings, and compensation
- Oversees employee performance management and evaluations, discipline and the changes of employment status, such as promotions, transfers, suspensions, demotions, dismissals and non-renewals
- Assumes overall responsibility for the employment of all personnel in accordance with the provisions of the, EEO, Affirmative Action program, Title IX and Section 504, FMLA, ADA, ERISA, IRS 125 Cafeteria plan and other employee benefit laws
- Serves as a negotiator/resource for certificated and classified negotiations
- Assumes overall responsibility for the Substitute Teacher, Substitute Classified, and Student Teacher programs
- Assumes responsibility for processing all certificated and classified grievances for proper administration and board review
- Assumes overall responsibility for developing the school calendar
- Assumes overall responsibility for compiling and managing the budget for Human Resources and EBIM Division
- Assists all Administrators serving as a consultant in matters relating to all employment related issues
- Provides effective leadership in implementing the school district's commitment to full compliance with civil rights legislation, rules, and regulations

**Additional Duties:** Assists with additional duties as assigned by the Superintendent

**Equipment:** This position may require the ability to use SMART boards and iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with Wichita Public Schools' guidelines for equipment use

**Travel:** Travel between schools and central offices, as well as out of district travel

**Physical and Mental Demands:**

- Works in standard office and school building environments
- Ability to work under pressure
- Works in a calm and efficient manner with people from diverse ethnic and educational backgrounds

**Knowledge, Skills, and Abilities:**

- Ability to communicate effectively, both verbal and written; knowledgeable of public school employment needs/issues
- Ability to deal appropriately with confidential matters
- Ability to assess current Human Resources systems and process needs and prepare and present recommendations for change and improvement
- Ability to perform a variety of technical tasks, change assignments on short notice, perform under deadlines and work in a calm and efficient manner
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them

**Interrelations:**

- Contact with personnel within the district and with customers and vendors
- Works under the direct supervision of the Superintendent to complete day to day tasks
- Works with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Understands and responds appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Interacts with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

**Employee Punctuality and Appearance:**

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of Wichita Public Schools and is appropriate for their position

**Qualification Profile:**

- Business and/or Legal Degree required
- Master's degree in Business, Liberal Arts, Education, or Human Resources preferred
- 5-7 years senior level Human Resources experience required

- Ability to communicate effectively, both verbal and written
- Knowledgeable of public school employment needs/issues
- Able to deal with confidential matters
- Able to work quickly under pressure, and change assignments on short notice

**FLSA Status:** Exempt

**Methods of Evaluation:**

- Survey of selected internal and external customers
- Feedback from Superintendent
- Operational Leadership Evaluation