

# Chief of Human Resources

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**Location Name** Central Office

**Salary Min** USD \$122,899.84/Yr.

**Salary Max** USD \$176,705.12/Yr.

**Category** Human Resources

**# of Openings** 1

**Close Date** 4/16/2025

**Subject** Not Applicable - Non-Instructional Position

## Purpose and Scope

The Chief of Human Resources has overall responsibility for the district's talent management and people development process and programs. The Chief of Human Resources will oversee the functions of benefits, compensation, employee relations, performance evaluation, recruitment and staffing. As a key member of the senior leadership team, the Chief of Human Resources will ensure the district is attracting, developing and retaining the talent necessary to drive student achievement in the classroom.

## Essential Job Functions

**This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the primary job elements.**

1. Drive district-wide multi-year planning and strategy for academics and instruction: Align the Human Resources Office with the district's overall strategic plan. Set a holistic multi year strategy to attract, hire, and retain the highest quality talent for the district's schools and central office. Establish district-wide goals for human capital. Ensure talent strategy aligns with the multiple achievement paths model being adopted by the district.
2. Oversee district-wide personnel performance management and evaluation: Institute a data-driven performance management and evaluation system for all district employees. Ensure all employees are receiving quality evaluations and feedback. Tailor performance management to the specific role (e.g. teacher, central office employee). Develop clear career paths for all types of district employees to develop and advance through the organization.
3. Build teacher capacity: Drive continuous improvement in instruction by building teacher capacity and supporting, in conjunction with the Academic Office, the recruitment and development of teaching talent. Set the district's overall strategy and approach to teacher talent. Develop a pipeline management strategy to attract and hire high-quality and high-potential

teachers. Manage strategic relationships with external organizations (e.g. TFA, MTR, CBU, etc.). Oversee evaluation tools for teachers and providing forums for teachers to receive positive feedback. Develop programs to retain high-quality teachers in the district and develop career paths for teachers to become teacher leaders and administrators. Coordinate new teacher training and ongoing professional development.

4. Drive school leader development: In conjunction with the Academic Office, develop a pipeline for recruiting school leaders from outside the district and growing school leaders from internal talent, such as high-performing teachers and teacher-leaders, so that each school in the district has an effective principal.

5. Oversee the effective administration and execution of human resources activities, including compensation and benefits: Direct district-wide administration of compensation and benefits and ensure consistency across the organization. Guide a holistic philosophy toward benefits, as it is a major investment both as a subset of total compensation and overall. Set a strategy for compensation across the organization that attracts talent and compensates employees at fair market values. Manage all relevant HR and personnel policies and recommend changes as needed. Manage relations with employee labor groups.

6. Oversee Labor Relations program, policies and procedures: Build comprehensive employee relations strategies that promote a positive workplace culture and enhance employee engagement. Ensures workplace investigations, grievances, complaints, requests for accommodations are in compliance with district policies and state law. Represent the district in labor relations matters, including negotiations and contract administration.

7. Oversee district recruiting and staffing processes: Set strategy for and manage recruiting, pipeline management and staffing for all employees. Develop staffing processes that attract new talent, retain the best talent in the district and are fair, fast, and transparent. Coordinate with the Academic Office to manage the school staffing process. Oversee central office staffing processes. Coordinate onboarding for new employees and ongoing training for all employees.

8. Enforce accountability and quality control measures: Champion the importance of attracting, developing and retaining high-quality talent throughout the organization. Foster a culture of lifelong learning through ongoing professional development. Develop a district approach to ensuring diversity at all levels of the organization. Ensure compliance to all federal, state, local and district policies and procedures as they relate to the district.

9. Support the overall vision and leadership of the district and the department: Serve as a key contributor on the Superintendent's cabinet to set the overall vision and provide leadership to the district. Manage the overall budget for the department, and set and enforce the financial metrics.

10. Performs related responsibilities as required or directed.

## **Minimum Qualifications**

Master's degree in Education, Human Resources, Public Administration or related required. Public education experience is preferred.

**Certifications:**

Professional Certifications: SHRM Senior Certified Professional (SHRM-SCP), SHRM Certified Professional (SHRM-CP) or HR Certification Institute (HRCI) are highly preferred.

Ten (10) years of experience in a top leadership position managing talent or human resources related activities.

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree= 2 years plus required years of experience. Where Master's degrees are required, years for Bachelor's Degrees must be included.

**Additional Job Details**

Please note: All applicants must apply through the MSCS website: [www.scsk12.org](http://www.scsk12.org)

The annual salary range for this position is \$122,899.84 minimum to \$176,705.12 maximum.