



Director of Human Resources

The Palmerton Area School District is accepting applications for the position of Director of Human Resources. This position is responsible for coordinating and administering programs of the district related to employment, training, teacher certification, employee relations, and maintenance all records relating to personnel including job descriptions, medical records, and employee leaves of absence.

Candidates must have strong communication and interpersonal skills.

Qualified applicants must possess the following credentials:

- Bachelor's Degree with certification in Human Resources, School Administration, Educational Leadership, or a related field
- Three plus (3+) years of experience in a school district, human resources preferred
- Experience in oversight and facilitation of employer/employee relationship of both classified and professional staff

Anticipated salary range is \$85,000 - \$95,000 and is commensurate with experience.

Applicants must submit a signed cover letter, resume, PASD Administrative Application (located on the Human Resources tab of the district website), copy of valid certification, transcripts, current clearances, and three (3) letters of recommendation.

Documents must be mailed or emailed to the following:

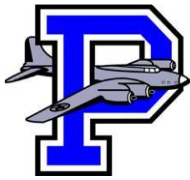
Ms. Jamie Schuler
Assistant to the Superintendent
Palmerton Area School District
680 Fourth St.
Palmerton, PA 18071

HumanResources@palmerton.org

Applications will be accepted until Friday, November 10, 2023.

EQUAL RIGHTS AND OPPORTUNITIES POLICY

As an equal rights and opportunities agency, the Palmerton Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.



PALMERTON AREA SCHOOL DISTRICT

680 Fourth Street
Palmerton, PA 18071
(610) 826-7101
www.palmerton.org

PALMERTON AREA SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Director of Human Resources

Assignment: District Wide

Labor Relationship: Individual Contract

Date Originated: December 2009

Date Revised: October 2023

Reports To: Superintendent

Position Summary:

Coordinate and administer programs of the district related to employment, training, teacher certification, employee relations, public relations, and student registration. Maintain all records relating to personnel including job descriptions, medical records, employee leaves, etc.

Qualifications:

Education/Experience:

- Bachelor's Degree with certification in Human Resources, School Administration, Educational Leadership, or a related field
- Three plus (3+) years of experience in school district, human resources preferred
- Experience in oversight and facilitation of employer/employee relationship of both classified and professional staff
- Retain a valid driver's license

Skills/Knowledge/Abilities:

- Knowledge of Microsoft Office software.
- Knowledge of CSIU software.
- Excellent data manipulation.
- Continue professional growth
- Possess excellent verbal and written communication skills
- Possess problem solving, planning, and interpersonal skills
- Ability to work in an environment with frequent interruptions
- Ability to make judgments and work under high level of stress
- Ability to communicate effectively with Board of Directors, staff, parents/guardians, and general public
- Ability to handle multiple tasks at one time
- Ability to exercise good judgment and confidentiality
- Ability to speak in a public forum and to present data in a clear and concise manner
- Ability to supervise and evaluate staff
- Complete application packet and supply current clearances as required by Pennsylvania law

Physical:

- Ability to effectively operate office equipment including, but not limited to, telephone system, computer/laptop, fax machine, copier, and calculator
- Ability to communicate via telephone system and email system
- Ability to sit continuously for a period of time, approximately two and one-half (2 ½) hours
- Ability to stand for long periods of time
- Mobile for travelling distances inside and outside of district facilities
- Ability to raise and lower objects from one level to another, carry materials in arms or by appropriate means, and use hands and arms to reach and handle objects
- Possess clarity of vision with or without corrective lenses
- Express ideas in spoken form and perceive speech or the nature of sounds in the air with or without hearing aid

Functions/Duties/Responsibilities: To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards as set by the employer. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Essential:

- Revise, create, and maintain job descriptions
- Develop, maintain, and ensure position classification compliance for hiring and staffing processes
- Ensure the proper credentials of all staff upon hiring
- Monitor professional staff eligible for tenure and make recommendation for school board approval
- Work with candidates and PDE to facilitate the emergency certification process if/as needed
- Develop and lead employee recruitment efforts, which may include attending hiring fairs
- Assist with the onboarding and offboarding of all employees
- Maintain and update job postings and other information on the HR page of the District's website
- Advertise all job openings on the District's webpage and other relevant advertising methods/locations
- Update department forms and documents as needed
- Monitor online applicant database and acknowledge all complete applications
- Provide quality professional services
- Coordinate the implementation of the district's Employee Assistance program (EAP)
- Direct and coordinate all internal human resources functions including, but not limited to:
 - Policy development/implementations related to personnel
 - Maintenance of employee records to meet standards of auditor, federal, and state law
 - Certifications

- Coordinate all employee leaves including FMLA in accordance with federal and state law and policies
- Oversee and coordinate unemployment compensation including attending unemployment hearings in coordination with the Business Manager
- Conduct complaint investigations including grievances in coordination with the Superintendent.
- Review, recommend updates, modify, develop, and present policy and procedure to Board of Directors in coordination with the Superintendent
- Plan and administer policies relating to all phases of human resources activity.
- Identify legal requirements, contract requirements, and government reporting regulations affecting HR functions and ensure that policies, procedures, and reporting are in compliance
- Develop and implement training for staff and administration as assigned by the Superintendent
- Coordinate employee orientation on all levels
- Oversee the clearance process of all employee-related outside contractors including (but not limited to) bus drivers, crossing guards, security guards, etc.
- Serve as counsel to all leaders in employee relations, which includes (but is not limited to) providing guidance, instruction, participation, as well as effective performance improvement strategies and conflict resolution
- Meet with bargaining unit officers on a regularly scheduled basis to proactively discuss concerns, issues, etc.
- Participate in negotiation meetings for all collective bargaining groups and other district contracts when requested
- Coordinate and oversee proper handling of discipline, investigations, and conflict resolution under the direction of the Superintendent
- Serve as liaison to human resources organizations
- Attend job-alike HR meetings (e.g. IU21, PASPA, etc.)
- Attend Board of Director meetings, workshops, and executive sessions as needed to discuss personnel matters
- When/As needed, develop and implement communication tools including, but not limited to:
 - Board and staff presentations
 - Meetings with staff regarding personnel issues
 - Email and website in coordination with the Director of Technology
- Serve as the District's Compliance Officer and Title IX Coordinator
- Ensure districtwide awareness of and training in Title IX
- Ensure district compliance regarding Policies 103 and 104

Supervisory:

- Supervise and evaluate one shared Confidential Secretary

Secondary:

- Other duties as assigned by the Superintendent

Terms of Employment:

- 12-month employee
- Individual contract
- Work year shall be from July 1 through June 30

Nothing in this job description shall restrict or limit the employer's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the assignment of essential functions, but it does not prescribe or restrict the task that may be assigned. This job description may be subject to change at any time.