

Region 9 Education Cooperative

Director of Human Resources Job Description

| | |
|-------------------------|--------------------------------|
| POSITION TITLE: | Director of Human Resources |
| REPORT TO: | Executive Director |
| Work Day: | Minimum 7.5 hours daily |
| Contract Days: | 12 months: Minimum of 236 Days |
| Classification: | Exempt |
| Salary Schedule: | Degreed |
| Duty Station: | R9 Main Office |

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.)
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations
4. Attendance on a regular basis consistent with the Region 9 attendance policy is required. Attendance at mandatory Region 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory Region 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner is required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy and confidentiality of student and personnel records and information is required.
10. Understanding and compliance with the Region 9 employee policy manual, technology policy, and tracking system are required.
11. Supports and contributes to overall Region 9 mission, vision, values and goals as an appointed member of the agency leadership team and director team.
12. Provide consultation to the Executive Director on HR related matters.
13. Collaborates with leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.

Director of HR 03.2024

REC9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

Region 9 Education Cooperative

14. Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
15. Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; performance and talent management; productivity, recognition, and morale; and training and development.
16. Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
17. Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
18. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
19. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
20. Facilitates professional development, training, and certification activities for REC9 staff.
21. Focus on long-term planning for Region 9.
22. Collaborate with the HR department in the development of HR initiatives.
23. Ensures compliance with employment laws and regulations and promotes employment relations.
24. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Competencies and skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google Suites or related software.

QUALIFICATIONS

Bachelor's degree or preferred Master's Degree from an accredited college or university with emphasis in Human Resources, Business and/or Education. Two years successful work experience in public schools and/or institutions of higher education. Must demonstrate strong written verbal, and interpersonal skills. Computer skills adequate for word processing, preparing and utilizing databases and the production of spreadsheets. Have willingness to carry out assigned tasks and performance responsibility. Other qualifications determined necessary by the Executive Director.

Director of HR 03.2024

REC9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

Region 9 Education Cooperative

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

- Ability to work under minimal supervision. Must exercise initiative and judgment in performing a job.
- Ability to understand oral and written instructions. Exhibit writing ability used for accounting practices, communication, reports, budgets, and personnel records. Verbal communications to describe, explain, detail, and give instructions. Motor ability to coordinate eyes, hands, fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Region 9 Education Cooperative Office Manager-revised.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for the **Director of Human Resources**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

Director of HR 03.2024

REC9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.