

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	12/21/2022
Title:	Director of Human Resources
Reports To:	Executive Director of Business and Innovation
Employment Status:	Full-time
MOESC Pay Schedule:	Director A
Days:	224 days
FLSA:	Administrative, Exempt

QUALIFICATIONS

- Master's degree with Ohio certification/license in administration or business administration
- Human Resource certification preferred
- Three to five years of administrative or Human Resource related experience preferred
- Evidence of successful leadership experience in the field of human resources
- Knowledge of employee insurances
- Experience with employee contracts
- Current with new hire practices and requirements

GENERAL DESCRIPTION

The Director of Human Resources provides leadership in, and coordination of human resource operations as directed by the Executive Director of Business and Innovation. The Director of Human Resources will effectively plan, design, develop and evaluate human resource related initiatives that support Mid-Ohio ESC organizational mission, vision and goals.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Keep current on state and federal employment laws
- Advertise, recruit, and hire highly qualified employees
- Lead and coordinate the application, interview, and new hire process
- Create current job descriptions that reflect the essential duties and responsibilities of the various positions
- Assist with the recommended compensation models and salary schedules
- Monitor employee-leave requests and policies (including overseeing FMLA leave)
- Assist with the administration for the following areas, as directed:
 - Ohio Bureau of Worker's Compensation
 - Ohio Unemployment Compensation/Job and Family Services
 - Insurance benefits, including Medical, Life Insurance and Flex Spending Accounts
- Comply with Affordable Health Care Act reporting regulations
- Maintain all personnel files
- Monitor and ensure compliance with all employee licensure requirements
- Oversee data base management
- Coordinate and manage mandatory staff training through Public School Works
- Create and review performance evaluations
- Manage and support employee discipline issues
- Coordinate retention strategies, including employee appreciation events
- Conduct exit and stay surveys and interviews/manage resignation processes
- Offer Professional Learning opportunities for staff
- Develop procedures and protocols to increase efficiency between the HR department and the Fiscal department
- Support with the District Contract process
- Support district Superintendent and Treasurer searches
- Organize, review and implement Board Policies and Administrative Guidelines
- Assist with the preparation of personnel items for the board agenda
- Assist with the management of the Administrative Assistant team
- All other duties as assigned

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints

- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Stays current on education issues and initiatives

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

EVALUATION

Performance of this job will be evaluated by the Executive Director of Business and Innovation according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received