

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	5/21/2025
Title:	Director of Human Resources
Reports To:	Superintendent
Employment Status:	As Determined by the Superintendent
MOESC Pay Schedule:	Director A
Days:	As Determined by the Superintendent
FLSA:	Exempt

QUALIFICATIONS

- Master's degree in human resource management or business administration with Ohio certification/license in administration or business administration preferred
- 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 health insurance benefits
- Experience with employment 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 Superintendent. The Director of Human Resources is responsible for overseeing key HR functions at Mid-Ohio ESC, including recruitment, onboarding, employment contracts, employee relations, benefits administration, leave management (including FMLA), and compliance with state and federal employment laws. Effectively plans, designs, develops and evaluates human resource related initiatives that support Mid-Ohio ESC organizational mission, vision and goals.

ESSENTIAL FUNCTIONS/SKILLS

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
- Conduct comprehensive onboarding for newly hired staff, including orientation sessions, policy and procedure walkthroughs, benefits enrollment support
- Create current job descriptions that reflect the essential duties and responsibilities of the various positions
- Collaborates with administrators to improve staff competencies
- Assist the fiscal office with the recommended compensation models and salary schedules
- Monitor employee-leave requests and policies (including overseeing FMLA leave)
- Administration of the following areas:
 - 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
- Routinely review and assess the Employee Handbook to identify necessary updates and revisions, ensuring alignment with current laws, company policies, and best practices
- 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
- Continuously evaluate Human Resources functions and processes to improve efficiency and compliance
- Create and maintain Staffing Agreements for employees hired by Mid-Ohio ESC for designated school districts
- Maintain the HR SharePoint page as a centralized internal resource for staff
- Support district Superintendent and Treasurer searches
- Collaborate with fellow administrators to support and advance MOESC initiatives
- Review and support implementation of Board Policies and Administrative Guidelines
- Assist with the preparation of personnel items for the board agenda
- Create and issue employment/personnel contracts following action by the Mid-Ohio ESC Board of Governors
- Serve as one of the Mid-Ohio ESCs Compliance Officers (also known as "Civil Rights Coordinator)

- Serves as the Mid-Ohio ESC oversight of Educational Aides in designated school districts
- 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 and exhibits a positive outlook
- Takes initiative and 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
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

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 and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- 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 Superintendent 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

The Mid-Ohio Educational Service Center is an equal opportunity employer.