



Kha'p'o Community School (KCS)

JOB DESCRIPTION

Director of Human Resources

Supervisor: Executive Director

General Job Description:

The Director of Human Resources works with the KCS key Administrator/Directors, using the KCS Core Values to achieve the KCS vision and goals through collaboratively recruiting, hiring, training and retaining quality employees to support the KCS mission and vision. The Director of Human Resources has the overall responsibility to administer a comprehensive human resources program for the purpose of maintaining adequate KCS staffing through a well-qualified and diverse employee workforce. This position applies, interprets, and implements the KCS Human Resources Policies and Procedures; provides information on matters pertaining to Human Resources to the Board, Executive Director, staff, and the public; ensures compliance with established policies, procedures and/or regulations; and addresses a variety of administrative tasks with the Executive Director and School Board concerning the employment assignment, necessary investigations, and transfer of certified licensed and non-licensed personnel. The Director of Human Resources coordinates with the Executive Director concerning the employment assignment, necessary investigations, and transfer of certified licensed and non-licensed personnel.

Essential Duties and Responsibilities:

- Comply with all School Board policies and applicable administrative regulations.
- Follow and maintain School Board Human Resources Policies and Procedures.
- Chair policy review committee with key School Board members and Directors for updates to Human Resources Policies and Procedures.
- Work proactively to resolve employee issues before they lead to disciplinary action or become formal grievances.
- Coordinate employee incident investigations to include guidance for the Executive Director.
- Research, review, maintain, and help employees access competitive employee benefits, including but not limited to health insurance, life insurance, other insurances, retirement.
- Run KCS payroll under the advice of the Director of Finance and Executive Director.
- Oversight of employee benefits, including management of leave.
- Manage Workers Compensation Program (i.e., provide yearly employee information and complete the semi-annual and yearly Workers' compensation Payroll Reporting Form)
- Advertise position openings through a variety of media (i.e., newspapers, social media, email, Internet job sites), review applicants to evaluate if they meet the position requirements, compile

list of qualified applicants, and assist as needed in setting up interview schedules to fill vacancies in accordance with KCS employment procedures.

- Verify employee experience and certification/licensure.
- Oversee the background check and review of federal, state, and tribal police and court reports on new employees, according to KCS Policies and Procedures and in compliance with applicable law.
- Ensure regular background checks and drug testing for all employees is conducted and reviewed on the schedule required by law and KCS policy.
- Train new and returning staff on KCS Human Resources Policies and Procedures and ensure compliance with required employee training.
- Assist in preparation of new employee packet of information and other onboarding procedures as needed which may include the coordination of new employee orientation.
- Collaborate with the Executive Director and Directors to develop/revise evaluation procedures and related forms.
- Ensure annual documents are signed and filed, as required by law or KCS policy.
- Work with the Director of Finance and Office Manager to ensure all correct funding codes are utilized.
- Maintain and protect personnel files for certified and non-certified employees and Student Cumulative Files.
- Ensure that KCS employees follow the grievance procedures as prescribed in the KCS Human Resource Policies and Procedures.
- Comply with all employment laws and regulations applicable to KCS, including but not limited to Title IX, Americans with Disabilities Act, and Indian Preference.
- Assist in interviewing for all KCS positions.
- Ensure employees not recommended for re-hire and/or terminated employees are notified in writing.
- Provide resources to employees for up-to-date information about current re-certification/re-licensure.
- Maintain a working file of school year and summer staff assignments and ensure compliance with applicable regulations and KCS policy.
- Attend training and obtain professional development for the purpose of keeping professional human resource knowledge current with changing applicable laws and regulations.
- Protect confidentiality of records and non-disclosure of information about current and former staff and share any such information only within legal confines.
- Manage the recruitment and evaluation of substitute teachers.

Knowledge, Skills, and Abilities Required

- Understand and practice cultural sensitivity in regard to Santa Clara Pueblo.
- Knowledge of and experience with applicable laws, regulations, and emerging practices pertaining to assigned responsibilities, including current issues and trends in education and human resource activities.
- Knowledge of and experience working with Pueblos, tribes, and tribally controlled organizations.
- Skills and ability in organization, time management, task prioritization, and record keeping.
- Exemplary skills in written and oral language with the ability to communicate respectfully, clearly, and concisely in person, by telephone, and through written forms (e.g., paper, email, text, social media).
- Demonstrates a high level of integrity, commitment, and work ethic.

- Ability to make effective presentations, produce high quality reports, and draft policies and procedures.
- Ability to apply diplomatic and dispute resolution techniques in all school-related matters and maintain strict confidentiality regarding sensitive matters.
- Ability to establish and maintain effective working relationships with staff, administrators, and community in a variety of roles and positions.
- Ability to remain calm, flexible, and work effectively under pressure.
- Ability to use computers, specialized software, and/or other electronic equipment to fulfill job functions.

Qualifications

- Bachelor's degree in business administration,, public administration, or related field preferred, with a minimum of 6 credit hours directly related to Human Resources or in process of receiving degree.
- Formal education in the area related to Business Administration, Human Services, or Human Resources may be substituted for relevant experience.
- Minimum two years' successful experience in the field of human resources or educational leadership.
- Experience in a school setting is preferred.
- Skills in operating various Google docs, Google suite, word processing, spreadsheets, and databases and HR software programs.
- Must be personable, polite with ability to use discretion, initiative, and good judgment in dealing with tribal members and public in the performance of job duties.
- Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills.
- Professional Human Resources credentials, New Mexico Administrators license or School Business Official license preferred.
- Successful background check and clearance report required.

Appointment

The Director of Human Resources shall be hired by the Executive Director.

Physical Requirements

Ability to stand, walk, and sit frequently or for prolonged periods of time. Ability to travel to school buildings, offices, various events, and other engagements. Ability to perform extensive work at a computer display terminal. Additional physical abilities include lifting/carrying/pushing/pulling up to 30 pounds, stooping/crouching, reaching/handling. Fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision.

Safety and Health

Knowledge of universal hygiene precautions.

Work Environment:

Must be able to work within a various degree of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After-hour work may be required.

Terms of Employment: 260 days per year, 8 hours per day