

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

DIRECTOR of HUMAN RESOURCES

Minimum Qualifications:

- Master's degree or higher
- Five years or more of successful leadership experience in Human Resources.
- Demonstrated ability in working collaboratively with diverse constituencies including classroom teachers, principals, district administrators, support specialists, community, agency staff, regional service providers and ODE.
- Proficient in Microsoft Word, Excel, and Power Point.
- Excellent interpersonal skills.
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction.
- Demonstrated skill in oral and written communications.
- Valid Ohio licensure as an administrator.
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.
- Additional administrative experience in the following areas is desirable:
 - Recruitment
 - Hiring and Staffing
 - Data analysis
 - Staff Planning
 - Personnel Evaluation
 - Staff Development
 - Legal review

FLSA Classification: Exempt

Reports to: Deputy Superintendent

Job Objective:

Lead the team of Human Resources professionals to meet the needs of the ESCCO, school districts and agencies. Provide leadership, collaboration and coordination in the area of Human Resources across all centers/offices within the Agency. Provide a visionary approach to allow the Human Resources team to be efficient and effective in meeting unique customer needs.

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Supervises the operations of the human resources staff including substitute, ESC and ESC-COG.
- Makes recommendations in cooperation with Center leadership for all personnel employment, assignments, transfers, dismissals, and promotions.
- Works cooperatively with center leadership to review staffing needs and plan for changes to current staff needs and levels.
- Provides leadership, coordination, expertise, support, and analysis of yearly staff recruitment efforts.
- Provides timely and informative communications to others to allow for the effective and efficient operation of the Human Resources center.
- Provides leadership for the evaluation of all staff.
- Assists with the planning and implementation of the Agency’s human resources professional development plans.
- Supervises the maintenance of an up-to-date personnel records system.
- Develops a protocol to review legal issues with our attorneys as they relate to the operation of Human Resources.
- Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employment actions based on fulfillment of goals, accompanied by documentation for accountability.
- Communicates effectively and consistently with clients.
- Prepares or oversees the preparation of all required reports and maintains all appropriate records.
- Collaborates with Agency and member staff to provide a successful and meaningful entry year and mentoring experience.
- Supervises the development of Human Resources agenda’s for the ESCCO and the ESC-COG.
- Serves as the Human Resources liaison with the Treasurer’s office on payroll matters.
- Provides leadership on the benefits and health/wellness committees.
- Performs other specific job-related duties as assigned by Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020