

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

08/21	<u>Director, HR Strategic Initiatives</u>	3.11.10
Effective Date	Job Title	Index

PRIMARY FUNCTION:

The Director of HR Strategic Initiatives is an innovative leader who works to identify and implement key strategic initiatives in the Human Resources Department that increase efficiencies throughout the District and ultimately leads to increased student performance. The director serves a key role in crafting and developing strategies that support the district strategic plan including efforts to become a more anti-racist/anti-oppressive school system. This position serves as a key strategic planner, advisor, decisionmaker and problem solver for the Executive Director of Human Resources and provides recommendations to the Executive Director of Human Resources in matters related to the role of Human Resources in the District. The Director is responsible for successfully scaling-up programs for maximum impact organization-wide.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

- E-01 Supervises various district and human resources strategic programs as directed by the Executive Director of Human Resources.
- E-02 Assesses best practices for innovative ideas that have a positive impact on district effectiveness, resulting in increased student achievement.
- E-03 Articulates a comprehensive strategy for monitoring and assessing the impact of strategic initiatives.
- E-04 Provides consistent and transparent engagement with key internal and external stakeholders to develop, manage, and implement strategic initiatives.
- E-05 Serves as a key member of the Executive Director of Human Resources Leadership Team.
- E-06 Provides leadership to the Executive Director of Human Resources' direct reports to ensure that the HR strategic goals and objectives are met and that projects are carried out in a timely manner.
- E-07 Prepares and contributes to the preparation of district reports, briefings, presentations, and responses to issues as directed by the Executive Director of Human Resources.
- E-08 Analyzes, interprets, and provides recommendations to the Executive Director of Human Resources concerning HR and district issues and other matters.
- E-09 Participates in Cabinet, Executive Team, and District meetings as directed by the Executive Director of Human Resources.
- E-010 Participates as a member, consultant or observer in National, State and local organizations, workgroups, and agencies.
- E-011 Provides communication and support to the Executive Director of Human Resources to ensure that the District's strategic plan, objectives and related performance are effectively communicated to internal and external audiences.
- E-012 Manages special assignments on a short-term basis and provides effective intervention in complex situations. Initiates and leads interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively address them.
- E-013 Prepares and manages budgets and district resources related to HR strategic initiatives in coordination with the Executive Director of Human Resources.

Additional Functions:

A-01 Performs other duties as assigned.

KEY RELATIONSHIPS:

- Executive Director of Human Resources: Reports to this position.
- Human Resources Leadership Team: Participates on this team.
- Human Resources Staff: Works closely with all members of the Human Resources team in the planning and implementation of HR strategic initiatives.
- District Leadership Team: Works closely with members of the District Leadership Team in the planning and implementing of HR strategic initiatives.

DESIRED QUALIFICATIONS

Ability to:

- Manage and complete projects with attention to detail, demonstrating strong interpersonal skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
- Actively listen to others, build consensus, and resolve conflicts.
- Skillfully navigate existing political structures/systems.
- Motivate, inspire, and move others into action to achieve assigned goals.
- Build and maintain strong relationships.
- Work successfully alone or on a team.
- Coach, coordinate, and lead teams.
- Tailor a message for the audience, context, and mode of communication.
- Establish clear expectations, deliverables, and deadlines.
- Set clear agendas and facilitate effective meetings.

EXPERIENCE AND TRAINING:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

- Master's degree in education, or related field and/or equivalent experience in educational leadership.
- Minimum of three (3) years K12 leadership experience.
- Experience leading a school or equivalent school district experience.
- Educational Administration license.

WORK ENVIRONMENT:

Climate controlled office settings and exposure to low noise intensity levels. High level of contact with district personnel and the community, including frequent visits to schools and evening meetings.

PHYSICAL REQUIREMENTS:

Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping, and kneeling. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

TERM OF EMPLOYMENT

12 months

SALARY LEVEL

Placement on the current Salem-Keizer Public Schools supervisor salary schedule.

EVALUATION

Performance of this position will be evaluated according to the District's process for the evaluation of supervisory personnel.

Salem-Keizer School District is an equal opportunity employer.