

Danville City School District

Director II - Human Resources (3342)

JOB POSTING

Job Details

Title

Director II - Human Resources

Posting ID

3342

Description

GENERAL DEFINITION OF WORK

Under the supervision of the Chief Human Resources Officer, the Director II - Human Resources is responsible for planning and implementing a sound program of teacher recruitment, selection, and retention for Danville Public Schools. Responsible for planning and implementing a sound program of recruitment, selection, engagement, and retention of support staff (classified). The Director II is also responsible for ensuring a sound implementation and monitoring of the division's teacher mentoring program and employee compliance management.

ESSENTIAL FUNCTIONS

- Plan and implement a teacher recruitment program and selection program designed to attract a pool of qualified candidates for all teaching positions, to include but not limited to:
 - developing advertisements and communicating vacancies with/to a variety of recruitment sources, including the internet (in collaboration with the DPS Public Information Officer)
 - handling the day-to-day management of the Division's online teacher application process
 - screening applications
 - interviewing candidates for positions
 - coordinating with principals and other instructional administrators the selection of final candidates
 - recommending to the Chief Human Resources Officer teacher candidate finalists for approval
 - consulting with the Chief Human Resources Officer on teacher recruitment- and selection-related issues
- Administer an efficient system of applicant record keeping, to include:
 - managing and maintaining computerized records on all teacher applicants (in collaboration with the Coordinator I - Human Resources Data Management and Employee Benefits)
 - developing and continually updating teacher recruitment communications, diversifying these communications to appeal to targeted audiences
 - distributing teacher recruitment communications in a timely and appropriately-targeted fashion
 - working with other members of the human resources staff to develop a pool of qualified substitute teacher applicants and maintain accurate substitute teacher applicant data
 - initiating studies on issues related to recruitment, selection, and retention; and making recommendations in these areas to the Chief Human Resources Officer
- Assure that all recruitment practices are in accordance with state and federal law and board policy, to include, but not limited to:
 - making required reports to state and federal agencies, participating in surveys, and providing information to authorized agencies or individuals on personnel matters
 - developing and monitoring budgets for assigned areas
 - administering testing programs, when appropriate and necessary, to assist in defining the strongest qualified teacher candidates meeting with and counseling those teacher candidates whose criminal and/or child protective services background checks reveal convictions
- Handle the *Intent to Return* process
- Organize and facilitate, with appropriate members of the Department of Instruction, the Division's annual New Employee Orientation

- Coordinate, with other members of the human resources staff and staff of the departments of Instruction and Information Technology, the substitute employee program, to include screening substitute applications, interviewing applicants for substitute positions, and giving approval for applicants to be employed as substitutes
- Assist the Chief Human Resources Officer with the development, implementation, management, and monitoring of the Danville Public Schools' *Grow Our Own Teachers* program, a subset of which is our *Teachers for Tomorrow* program
- Manage the *Danville Public Schools Mentor Teacher Program*
- Plan and implement a teacher retention program designed to encourage teachers to remain in employment with Danville Public Schools and to, thereby, reduce the Division's teacher attrition rate
- Assist the Chief Human Resources Officer and the appropriate administrators in the Department of Instruction in the continuous improvement of the human resources component of the Division's teacher professional development program, especially the New Teacher Academy
- Assist the Chief Human Resources Officer in the continuous improvement of the Danville Public Schools' human resources services
- Coordinate the placement of student teachers, college/university students who do pre-student teaching field experience activities in the Division, and administrative interns
- Meet with people new to the community who are interested in employment as teachers with Danville Public Schools, providing general information about such employment opportunities
- Assure that recruitment, selection, and hiring practices in the Educational Support Personnel area (and other non-administrative support staff) are in accordance with state and federal law and with Danville School Board policy
- Administer skills assessments, when appropriate and necessary, to assist in defining the strongest candidates
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven record as a successful teacher, administrator, or supervisor preferred
- Demonstrated knowledge of theories of effective teaching
- Demonstrated ability to observe and evaluate teachers and teaching
- Demonstrated ability to develop, implement, manage, monitor, and assess programs
- Demonstrated ability to work effectively with individuals from diverse backgrounds and with a variety of groups
- Excellent oral and written communication skills

EDUCATION AND EXPERIENCE

- Graduation from an accredited undergraduate program in education, business, or psychology
- Master's degree in education administration, human resources/personnel management, business psychology, or a related field is preferred
- Minimum of five (5) years of increasingly responsible experience in education administration or human resources/personnel administration (some of which should have been in education)
- Experience in recruiting applicants is preferred
- Experience in compliance management and alignment with regulations
- Combination of education and experience may suffice for the above

Shift Type

Full-Time

Salary Range

\$108,558 - \$157,316 / Per Year

Location

CENTRAL OFFICE

Applications Accepted

Start Date

05/02/2024