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Darren Q. Sylvia
Superintendent

Certificated Management **Job Announcement** **In-House & Outside Interest**

October 02, 2018

One (1) Full-time Position **Director of Human Resources/Special Projects**

Job Definition: The primary responsibility is to work as part of the District Leadership Team focused on the mission and goals of the District and to lead the team in recruiting, hiring, training, and retaining quality employees to support the mission. The position is designed for the purposes of managing assigned special projects related to operations, facilities, athletics and technology in accordance with District policies. Providing information to the Board, superintendent, staff and public; ensuring compliance to established policies, procedures and/or codes; and addressing a variety of administrative needs and processes. It is not intended to be a complete list of duties nor requirements, but rather examples by which to select and compensate employees in a fair and reasonable manner.

Start Date: **ASAP**

Qualifications: Education – Any combination of education and/or experience equivalent to a Bachelor's Degree from accredited college or university, Masters preferred. Minimum of three (3) years successful supervisory experience, preferably in educational environments. Preferred to have three (3) years successful experience at managerial level or above in the field of Human Resources or certificated management. Successful Department of Justice and FBI fingerprint clearance report and proof of negative TB results.

Salary Range: \$98,550- \$113,625 - full time with benefits, length of work year 225 days

All interested please submit application on www.edjoin.org

Deadline: October 12, 2018