



Job Title: Human Resources Director
FLSA Status: Exempt
Department: Human Resources
Department Code: HR
Job Code:
Primary Supervisor: Superintendent
Secondary Supervisor: Executive Director and CFO
Supervisor: NGB
Grade Band Served: 3 Day/Wk In-Office and 2 Days/Wk Primarily
Location: Remote
Minimum Hours/Days: 8am to 5pm, Monday through Friday
Salary Range starts at: \$ __, ____.00/per year

SUMMARY: The Human Resources Director is responsible for using standardized procedures through strategic planning and provide widely diverse and complex Human Resources support to the overall school district. Responsible for directing and managing district human resource activities to ensure legally sound and effective human resource management practices. Provides leadership, guidance, and support to the district staff, and ensures the district develops and maintains the highest quality of integrated, comprehensive human resource services that lead to all students meeting or exceeding the standards. Responsible for the strategic planning and implementation of human capital management programs to include talent acquisition, staffing, certification, employee/leadership development, performance evaluation, and employee relations

ESSENTIAL FUNCTIONS: The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities and/or duties required; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Maintains a commitment to the district motto, mission, vision, and values; models district expectations through personal leadership and example; and actively supports the efforts of others to achieve district goals.
- Promotes an environment of cultural competency and responsiveness for students, parents, staff, and stakeholders.
- Implements human resources strategies by establishing human resources department accountabilities, including talent acquisition, employment processing, employee records management, succession planning, employee relations and retention, HR related training, AA/EEO compliance, and labor relations.
- Oversee organizational compliance with federal and state agencies as related to human resources.
- Under the direction of Executive Leadership, implements the human resources policies established by federal and state laws, State Board of Education rule, and local board policy.
- Plan, evaluate, and administer equal employment opportunity provisions and work cooperatively with others to ensure compliance with federal and state laws and regulations.
- Supervise personnel records management and oversee required state records management program (may serve as designated records management officer).
- Develop and maintain systems for retrieval of information in support of all programs.
- Compile, maintain, file, and secure all physical and computerized reports, records, and other required documents.
- Designs efficient and accurate HR systems and implements approved systems as directed by the Superintendent.
- Execute annual auditing practices in various areas of the HR Department to evaluate accuracy and adherence to established policies, protocols, and processes.
- Implement an approved recruitment and selection process for all employees.
- Oversees the district application and screening process and ensure that the district is represented as an attractive employer.
- Oversees the administration of employment contracts and facilitate the contract renewal and nonrenewal process.
- Recommend policies that improve human resource related programs.

- Collaborates with the Executive Leadership, payroll, and benefit personnel, on HR policies and procedures.
- Ensure that the employee handbook and personnel directory are created, updated annually, and distributed.
- Develop and implement procedures to ensure that employees are kept informed of personnel policies, procedures, and programs that affect them.
- Develop and maintain, safety and health protocols for in-person events in collaboration with the Superintendent as needed. Communicates protocols, updates, and messaging school-wide as directed by the Superintendent.
- Collaborates with Executive Leadership on employee benefits, leave, time and attendance, extended Leave, and FMLA as needed.
- Ensures that all job descriptions are reviewed annually and approved by the Superintendent.
- Ensure that the district employee evaluation program is implemented effectively and uniformly.
- Implement and oversee effective districtwide employee recognition programs.
- Oversees the necessary processing for issuance and renewal of employee certifications, permits, and conversions.
- Oversees that all certificate waivers are reviewed, approved by the Superintendent, and appropriately documented in compliance with school policy and GaDOE rules and regulations. Ensures that those are tracked, employee complies with the waiver agreement, and waivers are renewed annually if applicable.
- Ensures that the Superintendent reviews all out of state job requests, communicates the determination to the employee, and oversees the filing in the applicable employee record. Keeps an annual summary record of approved out of state employees and communicates to department heads/principals a list of those employees that reside out of state.
- Ensures that the Superintendent reviews all 2nd job requests, communicates the determination to the employee, and oversees the filing in the applicable employee record. Keeps an annual summary record of employees with approved second jobs and communicates to department heads/principals a list of those employees with 2nd jobs.
- Ensures that the Superintendent reviews all negative background/fingerprinting results, communicates the determination to the employee including legally required notices, and oversees filing in the background check file, and employee record as may be applicable.
- Ensures that the Superintendent reviews all requests to be excused from in-person activities, communicates the determination to the employee, department head as well as any other applicable party, and oversees the filing of the request and determination in the applicable employee record.
- Ensures that the Superintendent reviews all ADA requests, communicates the determination of accommodations to the employee, communicates accommodations to department head as may be necessary for ensuring accommodations are carried out, and oversees the filing of the request and determination in the applicable employee record.
- Ensures that the Superintendent and Executive Director review all unemployment, DOL, OCR, and legal claims. Drafts responses as directed, participates in interviews as necessary, reports the determination of claims to Executive Leadership, and oversees the filing of the claim and determination documentation in the applicable employee record.
- Investigates and resolves employee concerns/issues as needed or as directed by Executive Leadership. Apprise Executive Leadership of all employee concerns/issues that are unresolved, have led to or may lead to a pervasive negative school culture, and/or create risk to the school.
- Supports school leadership by assisting in the determination of employee production, productivity, quality, and stakeholder-service strategies.
- Supports school leadership by assisting in coaching, counseling, and disciplining staff as needed or directed by Executive Leadership.
- Assists supervisory personnel in conducting due-process procedures.
- Implement policies associated with and oversee processing of employee complaints and grievances.
- Supports school leadership by assisting in the monitoring, appraising, and reviewing staff as needed or as directed by Executive Leadership. Ensures that evaluations are being conducted for all employees.
- Supports management by providing human resources advice and counsel, analyzing information, and reviewing applications as needed.
- Fosters teamwork and building internal and external relationships.
- In collaboration with executive leadership, assists management and supports employees by researching, drafting, and suggesting policies, procedures, methods, and guidelines that enforce

- organization values.
- Research and propose compensation and salary raise programs to Executive Leadership.
- Maintain HR compensation plans and salary benchmarking in collaboration with the Superintendent and Chief Financial Officer.
- Coordinate with payroll staff on approved compensation and salary raise programs for all employees.
- Recruit, train, and supervise human resources department staff and make sound recommendations relative to personnel placement, assignment, retention, discipline, and termination.
- Evaluate job performance of human resources department staff to ensure effectiveness.
- Develop training options and improvement plans for human resources department staff to ensure the department's effective operation.
- Manage the Human Resources annual fiscal budget.
- Ensure that department operations contribute to the attainment of district goals and objectives.
- Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.
- Participate in staff development training programs to improve job performance.
- Attend and participate in all meetings, conferences, training, and professional development as assigned.
- Generate monthly board report.
- Generate human resources reports as needed or directed by Executive Leadership.
- In collaboration with the payroll department, oversees dissemination of TRS requirements/information for new hires and existing employees.
- In collaboration with the payroll and benefit personnel, oversees dissemination of all benefits and leave requirements/information for new hires and existing employees.
- Responsible for oversight of CPI and managing all three reporting periods as needed.
- Maintain confidentiality.
- Exercise professional judgment in absences; be punctual to work, meetings, and appointments.
- Perform other duties as assigned by Executive Leadership.

Supervisory Responsibilities: Directly supervises 1 - 12 Full-time Equivalent (FTE) regular employees and/or contractors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- **Integrity/Ethics:** Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, and conveys good news and bad.
- **Teamwork:** Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leaders to meet goals, welcomes new-comers, and promotes a team atmosphere.
- **Professionalism:** Be professional at all times in communications, appearance, work product, and in representing Georgia Cyber Academy in a positive manner.

MINIMUM REQUIRED QUALIFICATIONS:

- Master's degree in Business or Public Administration, Human Resources, or related field of study AND
- Five (5) years Human Resources leadership experience AND
- Five (3) years Human Resources experience commensurate with the requirements of this position AND
- Two (2) years human resources experience in an educational environment OR
- Equivalent combination of education and experience

CERTIFICATES AND LICENSES:

- Professional certification in human resources preferred.
- Clear Fingerprint/Background Check Required.
- Public Notary or the ability to become a public notary

OTHER REQUIRED QUALIFICATIONS:

- Knowledge of the selection, training, and supervision of personnel.

- Knowledge of wage and salary, benefits, and employee communication programs.
- Knowledge of school employment law and hearing procedures.
- Strong communication, public relations, and interpersonal skills.
- Ability to interpret policy, procedures, and data
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form to deal with several abstract and concrete variables.
- Ability to manage human resources budget and personnel.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.
- Knowledge of state and federal laws, and other pertinent laws regarding applicable duties.
- Strong understanding of the interviewing process, benefits administration, payroll, and other HR functions.
- Excellent communication, leadership, and planning skills.
- Knowledgeable of PSC and certification requirements.
- Advanced knowledge of CPI and educational district state reporting practices.
- Extensive knowledge of Wage and Hour requirements.
- Knowledgeable of different types of legally required Leave.
- Knowledgeable of Human Resources investigation procedures and requirements.
- Ability to maintain 100% CONFIDENTIALITY and professionalism with payroll and personnel information – zero tolerance on divulging confidential information.
- Proficiency with computerized communication and record-keeping programs.
- Advanced proficiency with or the ability to quickly learn the HR/Recruiting software program Frontline.
- Proficient with or the ability to quickly learn the Paylocity payroll software program.
- Advanced proficiency with or the ability to quickly learn the Infinite Campus SIS platform.
- Proficient in use of DocuSign platform.
- Advanced proficiency in MS Excel.
- Proficient in Office 365, MS Word, MS PowerPoint, OneNote, Outlook, and Google Suite Tools.
- General knowledge of TRS (Teacher's Retirement System).
- Knowledgeable of TKES/LKES evaluation system.
- Ability to suggest methods and build systems that can be used across the district to increase efficiency.
- Demonstrates well-developed clerical skills.
- Ability to type 60+ words per minute accurately.
- Ability to operate general office equipment.
- Demonstrates professional phone etiquette.
- Excellent presentation and telephone speaking skills.
- Proficient in use of digital VOIP phone systems (PBX or others).
- Proficient in use of online conference tools such as Zoom, Microsoft Teams, GoToMeeting, or Others.
- Highly developed research skills and experience using search engines (internet) for research projects.
- Strong technology skills and the ability to rapidly learn and adapt to new technologies and online tools/platforms.
- Experience working with people of diverse backgrounds.
- Ability to work independently as well as collaborate and communicate effectively within a team.
- Ability to manage multiple projects within established deadlines.
- Dependable, able to work under pressure and meet deadlines as required.
- Demonstrates strong interpersonal skills using tact, patience, and courtesy.
- Excellent organizational skills and attention to detail
- Strong critical thinking skills and solution focused.
- Excellent written and verbal communication skills
- Strong work ethic and self-motivated.
- Ability to be flexible and adaptive.
- Ability to problem solve independently.
- Highly developed time management skills.
- Maintains positive and professional countenance at all times.

- Carries out and supports all district initiatives in a positive manner.
- Carries out Executive Leadership's directives in a timely and positive manner.
- Adheres to all GCA policies, protocols, and processes.
- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork. Responds and acts appropriately in confrontational situations.
- Maintain a professional home office without distraction during 8-5 workday if required to work from home.
- Consistent access to reliable high-speed internet if working from home is warranted.
- Valid driver's license and availability of private transportation.
- Ability to travel 25% of the time as required.

DESIRED QUALIFICATIONS:

- Advanced degree especially in Business Administration, Human Resources, or related field of study
- Previous experience in a Georgia school district human resources department
- Previous experience with New Hire Paperwork (I-9, Tax Forms, etc.)
- Previous experience managing/tracking FMLA, PTO, Sick Time
- Previous experience managing/tracking Insurance Benefits, TRS, Retirement Plans
- Previous experience maintaining, tracking, and scheduling substitute teacher pool
- GA PSC Teaching/Educational Certificate
- TKES/LKES certified
- Extensive experience using a student information system and/or other type of database
- Working knowledge of Frontline (HR Recruiting Software)
- Working knowledge of Paylocity or another payroll software
- Proficient in use of Zoom conferencing tool
- Bi-lingual

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is a Monday through Friday, 8am to 5pm, 5 days/week, 3 Days/Wk In-Office and 2 Days/Wk Primarily Remote position that may require traveling up to 25% of the time. The noise level in the office is usually moderate (computers, printers, light foot traffic).
- During critical periods, in-office days may be required.
- In-person attendance at professional development, training, conferences, job fairs, meetings, school events, marketing events, and testing sites will be required several times per year.

PHYSICAL DEMANDS: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional absences are understood but regular attendance is required.
- While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is frequently required to walk and stand.
- Light to moderate lifting is required.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- This position requires meeting deadlines with severe time constraints, interacting with the public and staff, and enduring irregular or extended work hours.
- The employee must maintain emotional control under stress

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor. All employment is "at-will" as governed by the law of the state where the employee works. It is further understood that the "at-will" nature of employment is one aspect of employment that cannot be changed except in writing and signed by an authorized officer.