



# NASHOBA

## Regional School District

**Position:** Director of Human Resources  
**Location:** District/Central Office  
**Hours:** Exempt

### **Organizational Scope:**

Reporting to the Superintendent and Assistant Superintendent provides leadership in all phases of human resources, compensation and employee relations.

### **Performance Responsibilities:**

1. Oversee all phases of human resources for the district
2. Manage and maintain benefits for all staff and retirees
3. Maintain personnel records as required by law
4. Implement workers compensation, employee benefit, unemployment programs; manage claims and enrollment
5. Participate in collective bargaining process and adherence to agreements
6. Administer, update and maintain personnel policies
7. Create and maintain job descriptions
8. Manage recruitment, screening and hiring process
9. Advise and support administrators in employee relations issues
10. Design and implement new hire orientation and processing
11. Track and maintain all staffing requirements
12. Oversee attendance, performance evaluations, licensure for all staff
13. Manage the sick bank for units A and C
14. Coordinate leaves of absence, lane changes, payroll placement, appointments
15. Work cooperatively with vendors and benefit providers to keep products and plans current and effective
16. Support administrators with employee relations, hiring, disciplinary actions
17. Other duties as assigned

### **Qualifications:**

Bachelor's degree or higher; 5+ years of experience in human resource administration – preferably in municipal or school setting; progressive experience in benefits management, collective bargaining, payroll and recruitment preferred; ability to communicate effectively, highly organized; knowledge of integrated HRIS/payroll systems is ideal.

Must be able to assist in the protection of students and school property, and assist the Principal in fire and other emergency drills as required by law and School Committee policy. To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily

Must be able to walk and stand on tile flooring for up to 1-2 miles per day, lift up to 25 pounds, bend and twist regularly at the waist, knees and neck.