

Job Title: Director/ Administrator of Human Resources

Supervisor: Associate Superintendent

Employment Terms: 12 Months

Salary Range: \$74,000 - \$94,000

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

This position will provide leadership, and assume responsibility for the Human Resources, Business Services, and Support Services, which includes the following departments: Facilities, Planning, Construction and Maintenance, Safety, and Risk Management.

Essential Duties and Responsibilities:

- Provides administrative leadership for the Human Resources Department.
- Provides leadership for the recruitment selection and retention of West-MEC staff.
- Coordinates and makes recommendations when hiring personnel for all positions at West-MEC, especially Instructors that are coming from Industry.
- Oversee Employee Employment Issues.
- Develop and present recommendations to the Superintendent and the Governing Board on yearly increase to Salaries and Benefits.
- Provides leadership for District personnel evaluation development and procedures for implementation.
- Understanding and develop evaluation processes for classified, exempt, instructional, and administrative staff.
- Facilitate West-MEC Benefits Committee.
- Facilitates the District's efforts to review Governing Board Policy and present recommendations for policy change.
- Prepares reports for the Governing Board and Superintendents as requested.
- Provides leadership into West-MEC's safety procedures that include: implementation of safety plans, community support and partnerships of City Police and Fire Departments.
- Attends Governing Board meetings, and attend and preside over such other meetings as designated by the Superintendent.

- Serves as a member of the Superintendent Leadership Team.
- Works cooperatively with the leaders of other district divisions to integrate and coordinate District efforts and programs.
- Serve as Facilitator for District Title IV issues.
- Handle Employee issues concerning work place injuries.
- Must have outstanding communication skills, both verbally and in writing.
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and other having business with the school district.
- Skill in operating a personal computer utilizing a variety of software applications and knowledge of IVisions.

Knowledge and Skills:

- Knowledge of ADE Certification process.
- Knowledge of Worker Compensation.
- Knowledge of FMLA, FLSA, and ADA Compliance.
- Knowledge of Cobra and HIPA.
- Understanding of FERPA guidelines, OCR Compliance, and Title IX.
- Effective conflict resolution skills.
- Be able to interpret Arizona revised statutes that effect public schools in Arizona.
- Knowledge of applicable Federal, State, County, and City Statues, rules, policies and procedures.
- Knowledge of budget preparation and administration.

Qualifications:

- A Master’s degree with specialty or certification in Human Resources.
- A current Arizona administrative certification required.
- An Arizona Superintendent Certificate.
- Successful experience in school site administration, and in school district office administration or any equivalent combinations of experience and education from which comparable knowledge, skills and abilities have been achieved.

Other Requirements:

- Must be able to pass fingerprint and background clearance check.
- Must be able to obtain and maintain an Arizona Driver’s License.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: June 13, 2022

Start Date: July 1, 2022

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.