

**Position HR Director**

**School Corporation**  
**Fort Wayne Community Schools**

**Job Description**

**Administrator: Year Round Schedule**

**Please note: Salary posted is STARTING range**

**BASIC FUNCTION:**

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

**ESSENTIAL FUNCTIONS:**

**Supervisory Responsibilities:**

- Oversees and actively participate in the recruiting, interviewing, hiring and training for new staff in the Human Resource Department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Oversees the handling of discipline and termination of employees in accordance with District policy.

**Duties/Responsibilities:**

- Collaborates with Superintendent and Cabinet to understand the district's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the district's human resource needs.
- Oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Collaborates with administrators to identify staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Oversees the district's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Works with all classified union and labor groups; works with the teachers' union; Joint Communications Committee, and Discussion Committee.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Serve on the administrative interview team, as requested, and must demonstrate participation in and contributions to the goals of the district cross functional teams.
- Performs related duties as assigned by the Administrator to meet the particular needs to the department.

**Experience Required**

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the district and employees.
- Ability to adjust to moving deadlines and adapt to changing workload
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

**Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience required.
- SHRM or HRCI certification highly preferred.

**[How to apply](#)**

**<https://fwcs.tedk12.com/hire/ViewJob.aspx?JobID=2383>**

**Position Start Date**

**Application Deadline**

**Contact Information**

**[Talent Acquisition Team – talentacquisition@fwcs.k12.in.us](mailto:talentacquisition@fwcs.k12.in.us)**