Position:  Director of Human Resources

Supervisor:  Assistant Superintendent of Human Resources

General Job Description: The Director of Human Resources shall perform such duties as delegated by the Assistant Superintendent of Human Resources.

Qualifications:
1. A master’s degree.
2. A valid New Mexico administrative license.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Ability to pass employment verification

Essential Duties and Responsibilities: The central office administrator:
1. is an educational leader who facilitate the development, implementation and communication of a shared vision of learning that reflects excellence and equity for all students throughout the school system.
2. is an educational leader who promotes the development of organizational, instruction, and/or assessment strategies to enhance teaching and learning for all students throughout the system.
3. is an educational leader who works with others to ensure a working and learning climate throughout the system that is safe, secure, and respectful of diversity.
4. is an education leader who fosters a culture of continuous improvement focused upon teaching and learning.
5. is an educational leader who uses excellent management and leadership skills to achieve effective and efficient organizational operations.

Other Duties and Responsibilities:
- Facilitate District Mentoring Plan for Beginning Teachers
- Facilitate Student Teachers within HMS; act as liaison between school district and universities
- Review of STARS exception reports for licensure and Highly Qualified
- Proved Technical Assistance to teachers on Dossier process and complete Strands D & E when Dossiers are submitted completed Dossiers
- Assist district employees in completion of required paperwork for licensure
- Support district administrative staff in Three Tiered Evaluations for Instructional Staff
- Approve leave requests
- Assist in preparation of PED reports, audits or reviews
- Attend recruiting fairs and assist principals in filling vacant positions
- Assist in implementation of Frontline software
- Participate in district professional development when appropriate
- Provide professional development to new employees
- Assist in Coordinating new teacher training with all departments
Hobbs Municipal Schools
Job Description

- Assist principals, district leaders, and prospective employees with the online application process
- Assist in developing human resource policies and procedures

**Physical Requirements:** Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal, and moving light furniture may be required.

**Equipment/Technology Handled:** Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Work Environment:** Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required.

**Terms of Employment:** Salary and work calendar established yearly by the district.