

**Hobbs Municipal Schools**  
**Job Description**

**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.