

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Human Resources Manager

**REPORTS TO:** Assistant Superintendent

**JOB SUMMARY:** Plans, directs, and coordinates human resource activities of the organization. Maximizes the strategic use of human resources and maintain functions such as employe compensation, benefits, selection, recruitment and placement of staff, employe relations, certification and substitute calling. Supports the objectives and programs designed to meet the needs of student and staff in conjunction with the overall goals of the Superintendent.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Formulates policies, procedures and guidelines for compensation, benefits, recruitment, selection, certification, orientation, retirement and employe and labor relations.
4. Plans, directs, supervises, and coordinates work activities of subordinates.
5. Directs preparation and distribution of written and verbal information to educate employes about compensation, benefits and personnel policies.
6. Evaluates compensation and benefit policies to establish competitive programs and to ensure compliance with legal requirements.
7. Analyzes compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plans. Conducts research pertaining to personnel, including salary research, studies of staff characteristics and professional standards.
8. Develops methods to improve employment policies, procedures and guidelines and recommend changes to the administration.
9. Attends board meetings and prepare/deliver presentations. Prepares reports to administrators regarding human resource management policies, practices and recommendations for change.
10. Administers provisions of the collective bargaining agreements and benefit statements in compliance with all local, state and federal requirements.
11. Maintains up-to-date 'bank' of applicants to be considered for employment. Screens and selects qualified substitute teachers and assistants for inclusion in a register of substitutes.

12. Negotiates bargaining agreements, resolve labor disputes, consult with employees to resolve complaints, and recommend appropriate disciplinary action.
13. Keeps abreast of government laws, regulations and rules pertaining to personnel administration and advise administration of the provision of the law. Responds to and testifies at legal proceedings (i.e., Unemployment Compensation Hearings, Workers' Compensation Hearings, Pennsylvania Human Relations Commission, and Equal Employment Opportunity Commission, etc.).
14. Responds to questionnaires, surveys and correspondence from research or professional organizations requesting information about personnel statistics in the district.
15. Prepares the administration's personnel recommendations for submission to the Board of Directors.
16. Participates in school-community partnerships that foster cooperation and recognize outstanding teachers in the community.
17. Performs other duties as assigned.

**QUALIFICATIONS:** Five (5) years experience in human resource management and/or equivalent experience with business and/or administrative functions. Bachelor degree in human resource management or related field required. Masters degree preferred. Knowledge of school laws, labor relations, compensation, benefits management, educational personnel, school code, and educational certification required.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment. Must possess business and office management skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Professional staff; Cabinet level position; 12 month classification. Cabinet Code – C.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

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