

PLEASE POST

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ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11  
Alton, Illinois

TO: All Certificated Personnel  
FROM: Mark Cappel/Superintendent  
DATE: April 23, 2018  
SUBJECT: Vacancy

The following position is now bid:

**DIRECTOR OF HUMAN RESOURCES**

Illinois Certification and Administrative, Type 75, certification required. Applicants should have a minimum of five years' experience in teaching, supervision or administration. Applicants must submit a resume outlining qualifications and experience.

Primary Function: The Director of Human Resources guides and manages the provision of Human Resource services including: employment, recruiting, staff evaluations, contract management, regulatory compliance, orientation and training.

Directly Responsible to: Superintendent

Applicants should have knowledge and be able to articulate, document through experience, and/or verify involvement in the following:

- The State of Illinois and Regional Office of Education Accountability and Improvement process
- ESSA guidelines and procedures
- School improvement policies and procedures
- Technology programming and instructional philosophy
- District's employee discipline policies and procedures
- District's policies and procedures for hiring and evaluating certified and educational support staff
- Use of the District's technology - computers and software applications
- Recent professional growth and development programs
- Board of Education Policies and administrative procedures

Expectations:

- A candidate who has demonstrated personal characteristics necessary for working effectively with Board members, school staff members and the public.
- A candidate who has experience in a multi-cultural environment and understands the needs of diverse populations.
- Conducts a recruiting and selection process that complies with Equal Opportunity Employment and Affirmative Action Standards

Personal Traits:

- Excellent oral, written, and communication skills.
- Firm, fair, decisive, consistent.
- Good listener and facilitator.
- Able to see the BIG picture -- visionary.
- Problem solving skills.
- Ability to make and uphold difficult and unpopular decisions.
- Ability to maintain high levels of confidentiality.

Responsibilities:

1. Direct the development and administration of human resource policies and programs
2. Supervise the functions of the Human Resources Office, including but not limited to:
  - Employment processes, employee grievances and redress
3. Insure that State and Federal reporting requirements are satisfied by supervising the preparation and submission of reports to proper authorities.
4. Serve as the District's representative, as assigned, in all matters involving collective bargaining. Advise and consult with the Board's collective bargaining team and report as necessary. Interpret the collective bargaining agreement to administrative personnel
5. Represent the District and prepare responses for all hearings held by the Illinois Department of Labor, Illinois Department of Human Rights and Equal Employment Opportunity Commission. Coordinate with the District's legal counsel regarding employment related law suits
6. Maintain a working liaison with governmental, social, professional, civic and volunteer agencies
7. Establish and maintain a program of personal and professional growth
8. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools

**NOTE: Please submit your resume, letter of interest and vision on recruitment and retention of exemplary employees. Include specific detail relative to hard-to-staff positions, minority recruitment, and support services that foster high rates of employee retention via email to [mcappel@altonschools.org](mailto:mcappel@altonschools.org) no later than 4:00 p.m., Friday, April 27, 2018.**

**"An Equal Opportunity/Affirmative Action Employer"**