

Lakeland Joint School District #272

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Board Agenda Item Request

AGENDA ITEM: Action Item

PURPOSE: Approve the Human Resources Director Job Description

MEETING DATE: October 21, 2026

PREPARED BY: Jake Massey

INFORMATIONAL SUMMARY:

The following is the current job description for Human Resources Director with suggested edits to make the description more current to our present need in the position.

[Draft Human Resources Director Job Description with Suggestions](#)

SUPERINTENDENT'S RECOMMENDATION:

It is my recommendation that the Board of Trustees approve the Human Resources Director job description as presented or, through discussion, provide direction on how to update the job description.



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Human Resources Director

JOB SUMMARY:

Responsible for the administration and coordination of classified and certificated functions of the Human Resources Division. To plan, organize, and direct a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, position control, job analysis, employee relations, Interest Based Bargaining, leave and benefit administration, employee records management, employment reporting, and employee and supervisory assistance. To serve as the principal advisor to the Superintendent regarding federal and state law, Idaho Administrative Rules, and Board policy relating to employer/employee relations and advise, direct, and assist, as necessary, in their implementation.

QUALIFICATIONS:

1. Bachelor's degree or equivalent in education, personnel, or relevant field, at least five years of Human Resource experience, or an equivalent combination of education and experience. Preference given to SHRM-P, PHR (Society for Human Resource Management) certificate.
2. Background with extensive personnel experience in the public sector, educationally-related or service organization.
3. Knowledge of principles, practices, and trends of public personnel administration in such areas as the evaluation of certificated and classified employees, recruitment, classification, job analysis, performance management, employee relations and training, leave administration, negotiations, customer service, and wage and salary administration.
4. Familiarity with policies and laws which impact employer/employee relations, content of Interest Based Bargaining agreements, approaches to bargaining, law, risk management principles, and organizational psychology.
5. Knowledge of labor and employment laws and practices (e.g., FLSA, ERISA, EEOC Uniform Selection Guidelines, USERRA, leave administration, investigative procedures, Workman's Compensation, & Unemployment etc.).
6. Strong understanding of "customer-centered" support and the ability to establish effective working relationships at all levels of the organization.
7. Ability to maintain a high level of discretion and confidentiality regarding district and employee information.
8. Strong oral and written communication and presentation skills.
9. Skill at conflict resolution.
10. Ability to work both independently and cooperatively, exercise judgment and creativity, strong interpersonal skills, and skill to organize work, set priorities, and meet deadlines.

11. Knowledge and skill in the effective use and application of office technology (including Google platform and electronic file management), internet-technology, and data-base systems and to maintain a high level of data accuracy and reliability.

REPORTS TO:

Superintendent or Designee

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

Sharing Knowledge

1. Keep abreast and share new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and leaves of absence, and termination.
2. Interpret federal and state law, administrative rules, and Board policy relating to employer/employee relations and advise, direct, and assist, as necessary, in their implementation.
3. Coordinate and oversee Title IX complaints, investigation and potential resolution. Keep the district in compliance and current on best practices regarding Title IX. Provide ongoing training to district administrators and staff regarding their rights and/or roles regarding Title IX.
4. Interpret district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
5. Maintain a staff handbook for all employee groups of the district specific to their employment type and job category.
6. Serve as a resource person for information relative to the federal and state law, administrative rules, and Board policy pertaining to education and personnel. Develop personnel policy proposals and recommendations for revisions in order to remain compliant with current law.
7. Conduct analyses for district and state reports.
8. Serve as a resource for the Superintendent and Board of Trustees in advising the creation and implementation of competitive pay matrixes.
9. File reports in a timely manner, seeking Board approval when appropriate.
10. Plan, direct, and manage the human resources function for the district's certificated and classified employees.
11. Manage and coordinate school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles, and job needs.
12. Administer all classified and certificated personnel programs of the district in conformity with the requirements of appropriate federal and state law, administrative rules, and Board policy.
13. Manage and maintain a district-wide staffing profile.
14. Manage and maintain the record-keeping for a system of performance evaluation for employees.
15. Provide specialized assistance in the handling of employee issues.
16. Train subordinates.

Employee Relations and Evaluations

1. Assist the Superintendent and Board of Trustees with Interest Based Bargaining.

2. ~~Be responsible for~~ **Representing** the district in the investigation and resolution of compliance issues and contractual disputes.
3. In coordination with Administration, be responsible for employer/employee relations, bargaining, contract management, and grievance processing.
4. Participate as a representative of the district during employer/employee contract negotiations.
5. Coordinate retirement incentive/option programs.
6. Consult with employees on retirement related issues.
7. Represent or, as appropriate, assist in representing the district at compliance agency hearings.
8. Provide leadership for the Human Resources staff.

Other

1. Monitor district human resource related litigation.
2. Work collaboratively with other departments, agencies, and work sites.
3. Assume responsibility for your continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in training courses, and by reading professional journals and other publications.
4. Represent the school district in a positive manner.
5. Know and follow school district policy.
6. Perform other duties as assigned.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

LEGAL REFERENCE:

I.C. § 33-512 Governance of Schools

I.C. § 33-1210 Information on Past Job Performance

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Superintendent _____