

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
April 2026

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Human Resources	<b>Department:</b> Human Resources
<b>Immediate Supervisor's Position Title:</b> Superintendent	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> F-10-1	<b>Bargaining Unit:</b> Non-Union Administrators - Director
<b>Job Summary:</b> The Director of Human Resources plans, directs, and administers HR functions for the District including developing and monitoring HR procedures, following HR related federal and state statutes, negotiations processes, and interpreting employment contracts; recommending all HR actions, overseeing employee benefits, overseeing employee evaluation procedures, and planning and implementing all programs related to HR.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Plans, directs, and coordinates the recruitment of and hiring procedures for all new personnel. Reviews supervisor recommendations for employment of staff or personnel/salary changes and recommends for School Board approval. Assists administrators with staff hiring and placement decisions.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Monitors on-line application sites and submits reports to administrators</li> <li>• Issues employment letters and contracts for new employees</li> <li>• Oversees New Employee Orientation</li> <li>• Monitors staffing FTEs for all employee groups: Teacher FTEs at each school, Educational Assistant Allocations, etc.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Plans and directs HR functions for the School District; develops and implements HR related programs, policies, and procedures.
<b>Percent of Time:</b>	10	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Supports all administrators and supervisors regarding HR policies and procedures (e.g. hiring, discipline, evaluation, termination, benefits)</li> <li>• Stays current with federal and state mandates and regulations relating to HR practices and procedures (FMLA, FLSA, etc.).</li> <li>• Member of Teacher Professional Growth Committee, District Insurance Advisory Committee Chair, District Staff Wellness Committee Co-Chair</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Supervises HR personnel and day to day operations
<b>Percent of Time:</b>	20	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Oversees the day to day operations of department and staff.</li> <li>• Coordinates and oversees the orientation, personal development and training of department staff.</li> <li>• Monitors the performance of departmental staff and directly evaluates the performance of all direct reports.</li> <li>• Monitors the accomplishments of departmental programs, projects and goals.</li> <li>• Supervises the daily workflow of the Human Resource Department's integration of new employees, including collection of required employment documentation, background checks verification, new staff orientation, initial placement of salary schedule, and placement on the Board agenda. This includes supervision of the Human Resources Generalists and the Benefits Lead.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Serves as lead negotiator for the Superintendent and School Board with all collective bargaining groups and non-organized groups or individuals. Formulates proposals, negotiates, administers, and interprets employment contracts, agreements and policies.
<b>Percent of Time:</b>	10	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Under direction of the Superintendent, works with district administration, board members, and legal counsel in planning for, negotiating and administering the provisions of collective bargaining agreements.</li> <li>• Advises district administrators and board members concerning the financial aspects of human resource and employee relation issues.</li> <li>• Prepares negotiations prep documents</li> <li>• Prepares negotiations proposals relating to employee benefit issues</li> <li>• Interprets 17 district employee agreements/contracts</li> </ul>		

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Directs the implementation for compliance with a pay equity system (comparable worth); determines appropriate employee salary levels, steps or number of years credit, and processes all salary adjustments. Verifies all teacher salaries and lane changes.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Monitors creation of new positions and job descriptions, and facilitates assignment of Pay Equity points</li> <li>• Assures that new employees are hired at appropriate step and lane, per specific employee agreements/contracts</li> <li>• Ensures accuracy of state Pay Equity reporting procedures</li> <li>• Applies for license variances or community expert licenses as needed.</li> <li>• Completes required affirmative action reports.</li> </ul>		

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Administers all employee benefit programs and directly supervises department staff in the daily implementation of all benefit programs.
<b>Percent of Time:</b>	10	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Analyzes and applies changes in eligibility as changes in legislation impact continuation of benefits.</li> <li>• Facilitates selection of new benefits' carriers and modifications in current benefits' programs. Analyzes premium costs annually and facilitates Requests for Proposals, when appropriate. Determines when changes to plan design</li> </ul>		

- need to be implemented and communicates changes to employees. Facilitates required voting process with unions.
- Reviews monthly absence reports with HR Administrative Assistant.
- Analyzes and applies contract language for various absences and leaves of absence, and FMLA or LTD applicability.
- Work comp renewal and oversees OSHA reporting and daily work comp reporting.

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	20	Coordinates the district’s procedures under provision of M.S. 122A.40 (teacher tenure law) including monitoring of teacher/staff evaluation, leaves of absence provided by law, teacher suspension and/or termination. Conducts and/or facilitates disciplinary and termination procedures with staff. Assists building administrators with placement, transfer and seniority information.

- Tasks involved in fulfilling above duty/responsibility:**
- Ensures coaching as well as progressive discipline procedures are utilized.
  - Facilitates selection and implementation of protocols for evaluation of all employee groups.
  - Provides one-on-one coaching for Principals and District administrators.

<b>Duty/Responsibility No:</b>	8	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	3	Directs process for unrequested leave and termination and non-renewal of contract procedures; determines staff to be proposed for unrequested leave in accordance with legal and negotiated contract provisions.

- Tasks involved in fulfilling above duty/responsibility:**

<b>Duty/Responsibility No:</b>	9	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	15	Serves as Human Rights Officer for discrimination or sexual harassment issues including receiving, investigating and responding to complaints or providing advice and consultation to person handling complaint.

- Tasks involved in fulfilling above duty/responsibility:**
- Investigates human rights complaints and reports to Superintendent.
  - Works with district administration to create and maintain a healthy and supportive work environment.

<b>Duty/Responsibility No:</b>	10	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	2	Performs other comparable duties of a like or similar nature as assigned.

- Tasks involved in fulfilling above duty/responsibility:**
- As required by the Superintendent

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.A., M.A., etc.)	
less than high school diploma			Master's Degree, or industry standard advanced certification, or relevant experience as determined by the hiring administrator.	
High school diploma or GED.				
1 year college		2 years college		
3 years college	X	4 years college		
1st year graduate level			<b>Major field of study or degree emphasis:</b> Human resources, organizational development, educational leadership, organizational development, or other relevant field of study as determined by the hiring administrator.	
2nd year graduate level				
Doctorate level				
			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Building, maintaining, and rebuilding (when necessary) trusting relationships with all district staff, students, families, and the community.</li> <li>• Coaching, inspiring, and training staff to elevate their best qualities and improve areas where growth is required.</li> <li>• Cultural competency to effectively serve district staff, students, families, and community members from diverse backgrounds.</li> <li>• Efficient management and evaluation of departmental goals and operations with a commitment to continuous improvement.</li> <li>• Project management expertise as outlined in this job description.</li> <li>• Technical expertise as outlined in this job description.</li> <li>• Transparent, tactful, and timely written, verbal, and nonverbal communications.</li> </ul>	

**Required Work Experience in Addition to Formal Education/Training:**  
 At least three years of related experience (five years preferred) as determined by the hiring administrator.

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
	There are no required licenses or certifications for this position. One or more of the following licenses and certifications are considered beneficial: <ul style="list-style-type: none"> <li>• Society for Human Resources Management-Certified Professional or Society for Human Resources Management-Senior Certified Professional.</li> <li>• Minnesota school administrator license (principal, director of special education, director of community education, or superintendent).</li> <li>• Juris Doctorate.</li> </ul>

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
Benefits Lead	1
Human Resources Generalist	2
<b>TOTAL</b>	<b>3</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total: 0</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	NA
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**  
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

#### **SECTION IV: CLASSIFICATION HISTORY**

- Job description updated January 2013
- Job description updated March 2015
- Job description updated January 2018
- Job description updated April 2026