

# Vanguard Academy

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Position/Title:	<u>Human Resources Director</u>	Department:	<u></u>
Pay Scale:	<u>To Be Determined</u>	Location:	<u>Vanguard Academy</u>
Reports To:	<u>Superintendent</u>	Exempt:	<u>Non-Exempt/Executive or Administrative</u>

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## Primary Purpose:

Direct and manage the district's human resources function. Responsible for the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, leave administration performance appraisal, employee relations and benefits. Recommend and implement legally sound and effective human resource management programs, policies and procedures.

## Qualifications:

### Education/Certification:

Master's preferred in human resources, business administration, education or equivalent

### Special Knowledge/Skills:

Knowledge of the selection, training, and supervision of personnel

Knowledge of wage and salary, benefits, and performance appraisal

Knowledge of school employment law, personnel law, and hearing procedures

Ability to implement policy and procedures

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to manage budget and personnel

Excellent public relations organizational, communication, and interpersonal skills

Ability to speak effectively before groups of employees, the school board and other organizations

### Experience:

3 years teaching experience

2 years experience of central office experience

## Major Responsibilities and Duties:

**Human Resource Department Management**

**Employment of District Personnel**

**Compensation and Benefits**

**Employee Relations**

**Budget**

**Records**

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### **Supervisory Responsibilities:**

Supervise, evaluate and recommend the hiring and firing of human resources department employees.

### **Additional Information:**

Persons interested in this position must apply by obtaining an application at our Central Office or printing the application online.

Provide the following documents:  
Official transcripts, service records and references

### **Contact Information:**

Website: [www.vanguardacademy.education](http://www.vanguardacademy.education)

Address: Central Administration Building 1200 E. Kelly Pharr, TX 78577

Phone: 956-781-1701

Position Posting Date: August 7, 2017 Position Closing Date: August 17, 2017

Vanguard Academy is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with federal, state and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment. Vanguard Academy desires to keep a work environment free of sexual harassment or discrimination based on race, religion, color, national origin, physical or mental disability, age or any other status protected by federal, state or local laws.