

Director I – Compliance and Building Operations

Position Details

Reference Code: A881

Division: Human Resources

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: Step 42 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

Position Summary

This position oversees compliance processes and building operations of the Human Resources Division (HRD). This position works closely with Human Resources administrators to ensure that compliance measures are understood and consistently executed and applied. This position is directly responsible to the Executive Director, Recruitment and Development, HRD.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provide supervision and oversight to personnel responsible for the administration of Family Medical Leave Act (FMLA), employee background checks, employee compliance, random drug and alcohol testing, and employee leave procedures.
2. Provide assistance to department managers, administrators, and employees on employment policies and procedures including Clark County School District policies and regulations and other applicable federal, state, and local human resources legislation.
3. Oversee the screening and monitoring of background checks and non-disclosures of current employees.

4. Oversee the review of wrap-back background check reports for volunteers, contractors, and contingent workers.
 5. Monitor and ensure employee compliance regarding certifications and various mandatory and random testing policies.
 6. Monitor and ensure compliance with all federal, state, District, and local laws as the custodian of records for employee/department confidential files, documents, and/or databases.
 7. Facilitate communication with Employee-Management Relations (EMR) Department, as needed.
 8. Facilitate communication with Fingerprinting and Police Services with regard to current school District employees, as needed.
 9. Recommend policies, procedures, and/or actions for the purpose of providing direction for meeting the District's goals and objectives.
 10. Oversee and supervise building operations and custodial services for the Edward Greer Education complex as well as continuation of operation plans, crisis response plans, and building security.
 11. Provides general human resources support to assigned departments.
 12. Assist the Deputy Chief Human Resources Officer or Executive Director with special projects and assignments, as needed.
 13. Select, train, supervise, and evaluate the performance of assigned staff.
 14. Perform other duties related to the position, as assigned.
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Position Expectations

1. Ability to both direct and implement major projects and initiatives. Excellent organizational, administrative, and project management skills including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
2. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
3. Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
4. An understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement change to improve student learning.

5. Ability in planning, scheduling, and allocating resources, reaching logical conclusions, and making high-quality decisions using appropriate decision-making processes, and accepting responsibility for actions and consequences.
 6. Effectiveness in using computer technologies to enhance professional development opportunities and to manage departmental functions.
 7. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the school District.
 8. Ability to continue one's own lifelong learning to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self and one's school.
 9. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
 10. Ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin, with an active commitment to equal opportunity for all students and staff.
 11. Ability to represent the school District in the community through business partnerships and activities.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university. A bachelor's degree and at least five (5) years successful experience related to the position may be substituted for the master's degree requirement.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, the appropriate Nevada administrative endorsement, if applicable.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement, if applicable; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private

school; and, currently hold a valid Nevada school administrative endorsement, if applicable.

2. Excellent public relations skills and experience working cooperatively with members and constituents of the school community.
3. Demonstrated experience in administering and interpreting human resources-related programs in conformity with board policies, budget constraints, and established personnel practices.

-OR-

4. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
5. Minimum of five (5) years successful experience in a human resources administrative position, a school-based administrative position, or a combination of both.
6. Excellent public relations skills and experience working cooperatively with members and constituents of the school community.
7. Demonstrated experience in administering and interpreting human resources-related programs in conformity with board policies, budget constraints, and established personnel practices.

Preferred Qualifications

None Specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/29/22
- Created: 12/30/11

