



JOB DESCRIPTION: EXECUTIVE DIRECTOR, Human Resources

DEPARTMENT:	<u>Board of Trustees/General Counsel</u>	REPORTS TO:	<u>President/CEO</u> <u>Dotted line to General Counsel</u>
JOB CLASS:	<u>Executive Director</u>	PAY GRADE:	<u>24</u>
EXEMPT STATUS:	<u>Exempt</u>	DATE:	<u>01/30/2017</u>

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Executive Director, Human Resources establishes and implements an effective compliance program to prevent illegal, unethical, and improper conduct. The Executive Director, Human Resources monitors and reports results of the efforts of the compliance and ethics programs of the school. The Executive Director, Human Resources also develops, interprets, and recommends program goals and objectives, policies, procedures, and courses of action, monitors state and national regulations and compliance issues related to Professional Standards. The Executive Director, Human Resources is responsible for NEFEC (North East Florida Education Consortium), and other insurance providers as determined by department head by ensuring all information and invoices are maintained in accordance with policies and procedures outlined by the Board of Trustees and federal and state regulations. The Executive Director, Human Resources leads the strategic development, administration, and monitoring of all human resource programs, policies, procedures and practices ensuring compliance with all applicable deferral and state laws, regulations and DOE requirements.

The Executive Director, Human Resources oversees all of talent management, internal auditing, Records & Facilities and the District Relations Manager. The Executive Director, Human Resources, provides leadership and guidance to the management team on matters relating to legal and policy compliance and performs audits in accordance with Florida Statutes.

ESSENTIAL POSITION FUNCTIONS:

- Develop policies and procedures related to talent management, compliance, legal/regulatory requirements, and general professional and business standards
- Provide leadership and oversight to all human resource functions including staffing, operations, compliance, certification, benefits, compensation, and performance management consistent with federal and state laws, and FLVS priorities, policies and procedures
- Counsel leadership in the development of the organization's goals and programs from the perspective of the impact the programs will have on current employees, future staffing needs, and organizational structure
- Provide strategic oversight of the total rewards philosophy and the design, development, and maintenance of the school's compensation and benefits programs in support of the organization's goals to attract, retain and motivate employees
- Serve as an internal consultant to directors, coordinators, and principals on organizational development, including philosophy and goals, job performance and productivity standards, and special program development and implementation

- Consult with administrators on a wide variety of sensitive personnel issues (e.g., hiring, promotions, transfers, medical issues, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures, and regulations
- Translate the organization's overall personnel needs into HR strategic and operational plans designed to enhance FLVS' ability to attract and hire qualified candidates, as well as the performance management and training activities to aide in their retention and development, including the human resource operations required throughout the employee lifecycle
- Develop and deliver training on the professional code of ethics and school values
- Recommend policies, procedures, and/or actions to the President/CEO for the purpose of providing direction for meeting the district's strategic goals and objectives
- Foster and maintain positive relationships with HR constituents and customer base
- Serve as an interface between internal/external customers and functional team members
- Provide vision, leadership, planning, project coordination, and management for the development of a cost-effective team that meets the current and future business needs of the organization
- Develop and oversee EEO and other compliance programs and services, including required trainings to staff and management
- Serve as first chair for the organization's Certified Court Mediator for mediations, and arbitrations; conduct mediations/arbitrations, prepare and coordinate legal settlements as authorized by General Counsel
- Conduct internal investigations for personnel issues
- Provide legal assistance, expertise, and support services rendered by the Legal Department in the representation of FLVS for administrative proceedings and other judicial and quasi-judicial forums
- Assigned as the FLVS Hearing Officer, responsible for coordinating and selecting a hearing panel for review of identified student Code of Conduct violations in accordance with applicable Florida Statutes. In cases where the panel has determined a recommendation for expulsion, prepare said administrative responsibilities to include an investigative report and resolution reflecting recommendation to the Board with evidence of notices provided to the parents in accordance with School Law Florida Statutes.
- Perform independent audits, reviews, and recommend corrective action for control, deficiencies or non-compliance with laws, policies, procedures, and fiscal accountability in accordance with Florida Statutes. Audits are also performed to evaluate and make recommendations to improve the effectiveness and efficiency of Department programs and functions.
- *Most audits are planned in advance and based on a risk assessment. Unplanned audits may be conducted, for special situations or when requested by senior management*
- Oversee consulting services when required and directed by General Counsel at times in response to management's request. Provide an independent third party review of operations. Reviews are individually tailored to the needs of managers to evaluate activities under their direction or answers to specific questions.
- Under the supervision of General Counsel, perform legal research and analysis, including searching court records and files
- Serve as the organization's EEO officer

- Oversee design and implements innovative and effective marketing plans and public relations campaigns
- Oversee the development and management of state wide, regional, and local public relations campaigns, to include meetings with legislatures, municipal, community and faith-based leaders, including meetings with district personnel, school board, and CEO
- Oversee the development and coordination of ongoing communication and working relationships with identified regions to stakeholders, business partners, community leaders, students and parents
- Oversee the design and delivery administration of online and face to face training to school based personnel as requested
- Oversee outreach services to the in-state rural, low performing, and minority student base within identified region
- Responsible asset management for assets in excess designated dollar value set by the Chief Financial Officer
- Responsible for all inventory in accordance with FLVS and state policy and regulations
- Responsible for NEFEC in accordance with policies and procedures outlined by the Board of Trustees and federal and state regulations
- Lead and manage assigned direct reports; Evaluate the assigned department structure for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional and personal growth within the organization
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's Degree; or equivalent combination of education and relevant experience
- Certification as a Florida Supreme Court Mediator

Experience:

- Eight years' experience in Human Resources Management, or an equivalent combination of education and experience
- Five years' experience directly related to employee relations, labor and employment law-related investigations, risk management, government liability and/or state and federal judicial and administrative practices

Knowledge, abilities and skills:

- Knowledge of Florida Statutes, Florida Rules of Civil Procedure, Florida Rules of Court and Federal rules
- Knowledge of Rules, Policies and By Laws of FLVS School Board
- Knowledge of current school law trends and research as it relates to public/virtual education

- Knowledge of management/labor relations; the principles, practices, and procedures of Human Resources Management
- Able to think independently and discuss strategic application at the executive management level
- Ability to read, interpret, and enforce State Board Rules, school board policy, and federal and state laws governing public education and governmental liability
- Able to apply analytical thought processes when assessment of a potential risk management situation is presented
- Ability to manage and administer a broad range of tasks including resolving complaints, and counseling managers and employees on the interpretation of policies
- Ability to work with and through people to establish goals, objectives, and action plans
- Ability to assess potential problems and advise executive leadership around issues that may have an adverse effect on the business from a professional standards perspective
- Strong verbal and written communication skills
- Strong presentation skills
- Ability to build and maintain positive relationships internally and externally
- Ability to prepare comprehensive administrative and investigative reports and represent ideas clearly and concisely

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

DIRECTOR COMPETENCIES FOR SUCCESS:

LEARNING ON THE FLY <i>Learns quickly when facing new problems; Is a voracious learner; Analyzes both successes and failures for clues to improvement; Experiments and will try anything to find solutions; Seeks out the challenge of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most anything</i>	PRESENTATION SKILLS <i>Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data and hot and controversial topics; Commands attention and can manage group process during the presentation; Can change tactics midstream when something isn't working</i>
PRIORITY SETTING <i>Spends his/her time and the time of others on what's important; Quickly zeros in on the critical few and puts the trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus</i>	BUSINESS & FINANCIAL ACUMEN <i>Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility</i>
COMPOSURE <i>Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner</i>	DEALING WITH AMBIGUITY <i>Effectively copes with change; Can shift gears comfortably; Can decide and act without having the total picture; Isn't upset when things are up in the air; Doesn't have to finish things before moving on; Can comfortably handle risk and uncertainty</i>

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.