DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	Chief Human Resources Officer	**Wage/Hour Status:**	Exempt
Reports to:	Superintendent	**Pay Grade:**	AM-10
Dept. /School:	Human Resources	**Date Revised:**	Nov. 17, 2026

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 appraisals, and employee relations. Recommend and implement legally sound and effective human resource management programs, policies, and practices.

Qualifications:

Education/Certification:

- Master's degree in human resources, public or business administration, education administration, or equivalent
- Texas Principal's SBEC Certification or equivalent preferred

Special Knowledge/Skills:

- Knowledge of selection, training, and supervision of personnel
- Knowledge of wage and salary, benefits, and performance appraisal administration
- Knowledge of general and education employment 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, or other organizations

Experience:

- 3 years of progressively responsible experience in human resources management or public school administration;
- 5 years of supervisory experience
- Campus-level administrative leadership experience preferred

Major Responsibilities and Duties:

Human Resource Department Management

1. Create and execute plan for human resources in alignment with district core values as adopted by the board and the district's strategic plan. Identify current and future needs of the district and align processes and procedures including recruitment, selection, on-boarding, and professional and leadership development, training, evaluation, and retention strategies.
2. Determine the HR training needs throughout the school district and develop and plan training programs to meet the established needs. Implement both on-going and special interest training programs.
3. Direct the planning, development, coordination, and evaluation of operations of the human resources department including establishing department goals and objectives.
4. Direct and monitor employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.
5. Select, train, supervise, and evaluate HR staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
6. Ensure district compliance with federal and state laws and regulations.

Employment

7. Work with principals and other administrators to forecast staffing needs and develop staffing plans. Develop and implement recruitment and retention strategies and a screening and selection process for all employees.
8. Develop and expand teacher certification pathways through strategic partnerships with educator preparation programs and other organizations to increase the percentage of certified teachers in the district and strengthen the pipeline of qualified educators.
9. Ensure that all teachers are highly-qualified and have the appropriate credentials for assignments.
10. Provide a system for new employees to acquire appropriate information, support, and training necessary for success on the job.
11. Oversee all aspects of contract administration.

Compensation and Benefits

12. Direct the administration of the district's compensation program including job descriptions, salary surveys, and position reclassifications.
13. Oversee the administration of employee leave and benefits programs, ensuring compliance with applicable laws, district policies, and regulations while providing effective services and support to employees.
14. Develop, implement, administer, and monitor procedures for salary administration and placement of new hires.

15. Oversee the management of the district's workers' compensation and unemployment compensation benefit programs.

Employee Relations

16. Take a proactive role in identifying and responding to issues of interest to employees; work in collaboration with district leadership to ensure preemptive and effective employee communications.
17. Administer the employee grievance procedure adopted by the board. Direct the investigation, analysis, and decision making process regarding personnel problems and/or other related policy issues.
18. Interpret policies and procedures and ensure support of directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters and procedures.
19. Conduct annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Implement and oversee effective districtwide employee recognition programs.
20. Ensure that the employee handbook and personnel directory are created, updated annually, and distributed. Implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.

Budget

21. Develop and administer the human resources budget based on documented needs and ensure that operations are cost effective and funds are management wisely

Records

22. Oversee personnel records management and ensure compliance with the state records management program. May serve as designated records management officer.
23. Compile, maintain, and file all reports, records, and other documents as required.

Policy Reports and Law

24. Ensure compliance with policies established by federal and state law, State Board of Education rule, and local board policy in the area of human resources.
25. Oversee employee background checks, misconduct investigations, and Do Not Hire Registry compliance, ensuring timely reporting of educator misconduct to the Texas Education Agency (TEA) and adherence to all applicable state laws, regulations, and reporting requirements.
26. Compile, maintain, and file all reports, records, and other documents as required.
27. Follow district safety protocols and emergency procedures.

Other

28. Collaborate with the Assessment and Accountability Department to support the implementation and administration of the Teacher Incentive Allotment (TIA) program, including verifying teacher eligibility, coordinating data submissions, supporting the teacher designation process, administering stipends, and ensuring compliance with state requirements.
29. Prepare and deliver written and oral presentations on HR and management issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
30. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly.
31. Ensure compliance with local, state and federal laws regarding human resources management and development. Stay abreast of state and federal public policy changes that could impact the district.

Supervisory Responsibilities:

Supervise, evaluate, and recommend onboarding and separation of human resource department employees.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours**;** frequent districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____ Date_____