

NEW YORK SCHOOL FOR THE DEAF

555 KNOLLWOOD ROAD
WHITE PLAINS, NEW YORK 10603

(914) 949-7310 (V) (914) 259-8011 (VP) (914) 949-2331 (FAX)

Director, Human Resources

Immediate Supervisor: Superintendent

Hours: Monday - Friday
8:00 AM - 3:30 PM (as needed)

Job Description:

- Provides vision and leadership to the department and organizes, manages, evaluates and supervises effective and clear procedures for the operation of a comprehensive system of personnel recruitment and management and human resources development.
- Ensures that all applicable state and federal laws, regulations and contractual agreements, as well as established policy and shall be consistent with the philosophy, mission, values, and goals of the school.
- Serves as a member of the administrative team and works collaboratively with team members and administrators in their respective areas of responsibilities.
- Manages procedures to ensure the recruitment and recommendation of highly qualified personnel to fill vacancies within the New York School for the Deaf including adhering to criteria for selection, advertising, and posting of positions, managing the interview process, checking references, verifying applications and recommending salary placement to the Superintendent.
- Ensures that all recruitment and selections procedures for all employees meet contractual and other legal obligations, certification requirements and established policies.
- Establish a system of personnel records for all past and present employees, tracking changes in assignments, promotions, transfer, discipline, tenure, leaves, attendance, seniority status, retirement and other pertinent and related matters.
- Prepares and submit reports as required by law and regulations or as requested by the Superintendent.
- Ensures that the following: Standard Operating Manual, Handbook, Code of Conduct, and policies and procedures relating to Human Resources is current and in compliance with all applicable law, rules and regulations or as requested by the Superintendent.
- Works with other members of the administrative team to ensure a comprehensive staffing plan is in place and works to ensure that all positions are filled with appropriately qualified individuals.
- In conjunction with the Office of the Superintendent, supervises a system of resolving grievances in accordance with the CBA and pertinent State and Federal laws and practice.
- Represents the Office of the Superintendent as required, at grievance and arbitration hearings, court proceedings or other legal or quasi-legal settings.
- Gathers analyze data to assist with contract negotiations and represents the Superintendent in the negotiation process.
- Attends local and national job fairs whether virtual or private as directed by the Superintendent.
- Oversees the employee benefit and retirement programs in conjunction with the Director of Finance.
- Oversees bus duty.
- Additional duties as assigned by the Superintendent.

Director, Human Resources

Date