



101 WEST CENTER STREET, LOGAN, UT 84321
WWW.LOGANSCHOOLS.ORG

P 435 755 2300
F 435-755-2311

Director of Human Resources

Applications are now being accepted for Director of Human Resources in the Logan City School District. The Director of Human Resources is a member of the Superintendent's Cabinet and is responsible to provide leadership and direction in matters relating to all personnel services of the district, including recruitment, employment, assignment, promotion, evaluation, salary placement, employee performance improvement, corrective discipline, investigations, employee and volunteer background checks, leaves, job descriptions, substitutes, board policy, negotiated agreement, etc.

Start Date: July 1, 2024, or as otherwise agreed upon

Contract Length: 225 days

Lane Placement: District Office Director

Position Closes: 3:00 PM on January 4, 2024

Job Description/ Essential Functions:

- Provide leadership and direction in the operation and activities of the Department of Human Resources and ensure compliance with Board goals, policies and guidelines
- Support the development and implementation of instructional programs through appropriate personnel actions
- Coordinate the recruitment, employment, assignment, onboarding, salary placement, retention, promotion, evaluation, and dismissal for all district licensed, Education Support Professionals (ESP) and administrative personnel
- Ensure the proper administration of personnel policies and negotiated agreements for all licensed, ESP and administrative personnel within the district, in compliance with Federal, State and district regulation and policies
- Oversee employee grievance procedures and orderly termination proceedings
- Provide leadership in the development, writing and interpretation of all Board adopted policies
- Develop, produce and distribute policy training for all employees
- Develop and deliver regular, high-quality training to school and district administrators regarding the Human Resource functions of the district

- Provide support to school and district administrators when implementing employee discipline
- Conduct appropriate investigations of employee misconduct
- Ensure proper licensure for all educator assignments and ensure placement of all personnel on the proper salary schedule
- Serve as the district's Title IX coordinator for employee complaints
- Ensure maintenance of up-to-date personnel files for all employees
- Provide oversight and direction to staff whose duties require knowledge of district data systems
- Assist in determining the educational needs of the district
- Support the business management operation by assisting in preparation of district budgets and monitoring appropriate budget allocations to ensure fiscal accountability
- Manage effectively and efficiently district programs assigned to coordinate
- Report to the Utah Professional Practices Advisory Commission (UPPAC) required violations of Board rule of licensed employees
- Develop, implement and evaluate short and long-range planning procedures utilizing appropriate management systems and accountability procedures with the personnel of the Department of Human Resources
- Manage the administration of the district's Sick Leave Bank
- Represent the district at local, State and national meetings and participate in professional organizations where appropriate
- Demonstrate predictable and reliable attendance
- Administer reduction in force processes in accordance with district policy and negotiated agreement
- Serve as the district liaison with Kelly Services as the contract service provider for employee substitutes
- Prepare and present reports and recommendations to the Board of Education regarding activities of the Department of Human Resources relating to personnel services, and assist in responding to requests of the Board as required
- Assist in the development and implementation of procedures to provide for health and safety of employees
- Assist in the interpretation and dissemination of information to employees, community or media concerning personnel services and assist in responding to problems and concerns as required
- Utilize, when appropriate, the services of the district's legal counsel
- Manage the classification of new employee positions and the determination of appropriate placement on district pay schedules, based on internal/external equity factors
- Serve as a member of the district negotiations team as part of an annual interest based bargaining process

Qualifications/ Requirements:

- Fingerprint and cleared a criminal background check
- Master's degree from an accredited college or university
- Valid Professional Educator License for the state of Utah with a license area concentration of Administration preferred
- Minimum of five years of previous job-related work experience with demonstrated competencies
- Strong oral communication and technical writing skills
- Knowledge regarding the requirements and tools for effective employee evaluation
- Strong computer and educational technological skills
- Knowledge of relevant employment and school law
- Ability to create and lead the production of polished, professional products and tools that communicate high standards and professionalism
- Effective problem solving, organizational, multi-tasking and time management skills
- Ability to establish and maintain effective working relationships with candidates, school staff, district staff and the Utah State Board of Education (USBE) staff
- Ability to work successfully as a member of a team as well as independently with little direct supervision
- Knowledge and understanding of Utah State Board of Education educator licensing programs and requirements, Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Title IX, and GRAMA
- Ability to supervise and lead employees effectively, including a superior ability to successfully manage difficult conversations, including those correcting employee behavior
- Be detail oriented and maintain accuracy and confidentiality
- Possess outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level
- Possess the physical, mental and emotional stability to work under stressful conditions, including but not limited to deadlines, contract requirements and interaction with critical personnel
- Possess a valid driver's license

Please note:

- *This list of essential and marginal functions and qualification requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*
- *The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.*
- *All employees are required to participate in the district evaluation process. It is the employee's responsibility to review and adhere to all district policies and procedures. This information may be reviewed at www.loganschools.org.*
- *It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.*
- *Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Personnel Director at (435)755-2300 for additional information or assistance.*

Selection Timeline: This vacancy notice closes at 3:00 PM on Thursday, January 4, 2024. Finalist's will be contacted on January 11, 2024. Interviews will be scheduled on January 24, 2024. The Board of Education hopes to announce a new director by January 30, 2024.

Application Process: Any inquiries and application materials should be addressed to:

Susanne Kuresa
Director of Human Resources
Logan City School District
101 W. Center St.
Logan, UT 84321
Phone: 435-755-2300
Fax: 435-755-2311
Email: Susanne.Kuresa@loganschools.org

A complete application includes the following:

1. Detailed cover letter outlining specific interest and special competencies related to administration and Human Resources
2. Administrative Employment Application (available on our website: www.loganschools.org)
3. Current resume in which professional preparation, experience and accomplishments as a leader in education are clearly detailed
4. Three letters of recommendation written within the past six months addressing professional qualifications and leadership attributes
5. Official transcripts of all college and university credits
6. Most recent employment evaluation
7. Written responses to each of the following:
 - A. Principal Jones just forwarded an email he received from a parent alleging that a popular teacher, Mr. White, has been sending inappropriate texts to her daughter. Describe in detail how you will address and resolve this situation.
 - B. Ms. Smith is a first-year teacher. Her mid-year summative evaluation shows she struggles with classroom management and effective instruction. Please write a letter of expectation for Ms. Smith addressing these concerns.
 - C. Review the following policy document and make any edits and revisions needed for accuracy, clarity and presentation.

Policy Document

Employee Conflict of interest

Holding Public Office

District employees may not serve as members of the Board. District employees may serve as members of the governing bodies of other school districts (other than those in which they are work employed), cities, towns, or other local governmental districts

[Utah Code § 20A-14-202\(4\) \(2022\)](#)

School Supplies—

No teacher, administrator, or other employee of the District shall sell or otherwise receive compensation from the District as a result of the purchase lease or acquisition of any kind of school furniture or supplies.

Private, Controlled, or Protected Information—

District employees may not:

1. accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the employee to improperly disclose controlled information that the employee has gained by reason of the employee's position
2. Disclose or improperly use controlled, private, or protected information acquired by reason of the employee's official position. or in the course of official duties for the employee's or another's private gain or benefit. Use or attempt to use the employee's position with the District to substantially further the employee's economic interest ore to secure special privileges or exemptions for the employee or others.
 - a. Accept other employment that the employee might expect would impair the employee's independent of judgment in performing the employee's public duties
3. Accept other employment that the employee might expect would interfere with the ethical performance of the employee's dutys [Utah Code § 67-16-4 \(2018\)](#)

Accepting Gifts, Compensation or Loan

No District employer shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for the employee or another if:

- It would tend to influence someone in the employee's position in the discharge of employment duties;It would tend to influence someone in the employee's position in the discharge of employment duties
- The employee knows or someone in the employee's position should know it is a reward for the employee's acktion; or
- The employee recently has been or is now or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided below captioned Receiving Compensation for Assistance in Transaction Involving a State Agency."

This section does not apply to the following:

1. An occasional non-pecuniary gift having a value of not in excess of \$50.00;
2. An award publicly presented in recognizing of public services;
 - a. Any bona fide loan made in the ordinary course of business by an institution authorized by the laws of this state or any other state to engage in making such loans
3. A political campaign contribution if the contribution is actually used in a political campaign of the recipient District employee. [Utah Code § 67-16-5 \(2014\)](#)

Receiving compensation for Assistance in Transaction

Involving a state agency

No District employee shall receive or agree to receive compensation for assisting any person or business entity in any transaction involving a state agency unless the District employee files with the superintendent, the state attorney general's office, and the head of the agency with which the transaction is being conducted a sworn written statement containing the following information:

- A. The name and address of the employee.
- B. The name of the District.
- C. The name and address of the person or business entity being or to be assisted.
- D. A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.

The sworn statement shall be filed within 10 days after the date of any agreement between the District employee and the person or business entity being assisted or the receipt of compensation, whichever is earlier

[Utah Code § 67-16-6 \(2014\)](#)