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## **Director, Human Resources and Talent Development (Employee Relations)**

### **IRC5632**

**Pay Scale: Professional & Administrators**

**Level: 6**

**FLSA status: Exempt**

**Months/Days/Hours: 12 months, 248 days, 8 hours per day**

**Reports to: Assistant Superintendent, HRTD**

**Location: Administrative Building**

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#### **Department overview**

The Department of Human Resources and Talent Development is committed to the recruitment, development, and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, record keeping, employee relations, and ensuring compliance and equity in the work place. The Department includes the following teams: Elementary, Secondary, Support Services, Recruitment, HRMS, Talent Development, and Classification/Compensation.

#### **Position overview**

The Director for Human Resources and Talent Development (Employee Relations) champions innovative Human Resources and Talent Development practices which empower LCPS students to make meaningful contributions to the world. The Director provides leadership and delivery of strategic human resources solutions to designated supervisors and employee groups. Areas of service may include employee relations, recruitment and retention, staffing, diversity, evaluation, and other areas. This position will support secondary schools as well as division wide harassment, equity, and respectful workplace initiatives. The Director leads and mentors assigned staff and demonstrates fiscal responsibility.

#### **Roles and Responsibilities**

*The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:*

- Leads change initiatives to deliver services and programs that meet the changing HR needs of a large diverse public-school division, strategic goals, and LCPS priorities.
- Ensures employee relations inquires, investigations and resolution of staff and operational issues are handled in a timely and accurate manner.
- Ensures compliance with federal and state laws, regulatory agencies, and LCPS policies.
- Demonstrates effective conflict management strategies.
- Serves as a liaison with employee organizations.
- Fosters a collaborative working environment and participates on cross-functional teams as assigned.
- Identifies and request data necessary to make data driven decisions.

## Loudoun County Public Schools

- Researches, analyzes, and implements best practices and procedures. Keeps abreast of changes, trends and legal requirements affecting areas of expertise.
- Demonstrates continuous improvement in assigned programs.
- Demonstrates cost consciousness and operational efficiency in meeting objectives of assigned areas or services.

### **Qualifications**

*Below are the qualifications for this position:*

- Bachelor's degree or equivalent in Human Resources Management, Business, Education, or related field; advanced degree and/or SHRM-SCP or SHRM-CP preferred
- Ten years of progressively responsible work experience required; HR management or K-12 administrative experience preferred
- Supervisory experience required
- Prior experience in the public sector and/or public education preferred
- Experience in re-engineering operations and processes, developing new strategies, and leading change initiatives
- Demonstrated experience in problem solving, customer relationships and partnerships, project management, risk taking, and encouraging diversity and quality orientation
- Strong written and oral communication skills that demonstrate ability to interface and influence all levels of management and staff
- Experience and proficiency with Microsoft Office products
- Strong knowledge of employment law and human resources policies
- Ability to model behavior of high integrity, professionalism, and customer-focus

### **Physical requirements**

*The following provides a brief description of physical requirements for this position:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

### **Virginia Nondiscrimination Disclosure**

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. Loudoun County Public Schools (LCPS) does not discriminate based on race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, disability, or veteran status, in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

### **ADA Accommodations Disclosure**

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities listed above, with or without an accommodation.

## Loudoun County Public Schools

**Application Procedures:** To be considered for the vacancy, please complete ALL sections of the application. A resume will not be accepted in lieu of a completed application.

1. Go to [www.lcps.org](http://www.lcps.org), and click 'APPLY ONLINE EMPLOYMENT' on the left side of the screen
2. Follow the instructions for creating an account or sign-in if you have an existing account
3. Search for the posting number listed above and select 'Apply Now'
4. Be sure to also upload the following documents
  - a. Three (3) current professional references (Name, phone number, email address). At least one reference should be a current supervisor or most recent supervisor.
  - b. Resume
  - c. Letter of Interest