

Newburgh Enlarged City School District  
Job Description

**Executive Director of Human Resources**

**Reports to: Assistant Superintendent of Human Resources**

**Salary: Commensurate with experience**

**Position Summary**

The Executive Director of Human Resources reports to the Assistant Superintendent of Human Resources. This position directs HR functions, including but not limited to: recruitment, retention, labor relations, certification, compliance, benefits, and employee wellness, to ensure that every school is staffed with qualified, committed professionals who serve the needs of our diverse student community.

**Required Qualifications**

- New York State School District Administrator (SDA) or School District Leader (SDL) certification
- Three to five years of experience in Human Resources in a public-sector setting (*school district, municipality, BOCES, or government agency*)
- Working knowledge of NYS Education Law, Civil Service Law, the Taylor Law, and the Public Employees' Fair Employment Act
- Experience with contract administration, grievances, and disciplinary processes
- Experience with teacher and administrator evaluation systems (APPR) and TEACH certification processes
- Strong skills in written and verbal communication

**Preferred**

- Master's degree in educational leadership, human resources, public administration, or a related field
- Bilingual (Spanish/English)
- Professional HR certification (SHRM-SCP, SPHR, or equivalent)

**Essential Duties and Responsibilities**

**Recruitment, Hiring, and Retention**

- Develop and implement strategic recruitment plans to attract and retain high-quality instructional, administrative, and support staff, with emphasis on shortage areas and a workforce that reflects the student population
- Partner with colleges, BOCES, and community organizations to build teacher and staff pipelines
- Analyze turnover and exit data to design retention and mentoring strategies

**Labor Relations**

- Serve as one of the District's lead representative in labor relations, contract negotiation, and contract interpretation with all bargaining units
- Investigate and resolve grievances, and advise administrators on progressive discipline and Education Law §3020-a proceedings

## Compliance and Legal

- Ensure compliance with federal, state, and local employment laws, including FMLA, ADA, Title VII, Title IX, FLSA, and HIPAA
- Coordinate responses to complaints, investigations, and PERB, EEOC, and NYSDHR matters, working with District counsel as needed
- Oversee employee certification and the tenure, probation, and reappointment process

## Administration, Benefits, and Records

- Oversee health insurance, retirement (TRS/ERS), leave, and workers' compensation programs
- Coordinate with the Business Office on staffing allocations, position control, and budget development

## Knowledge, Skills, and Abilities

- Commitment to equity, student achievement, and employee well-being
- Sound judgment and discretion with sensitive, confidential matters
- Ability to build trust with staff, unions, families, and community partners
- Strong analytical and problem-solving skills, with data-informed decision-making
- Ability to manage multiple priorities in a fast-paced environment

## Working Conditions

- Primarily office-based, with occasional travel to school sites and evening Board meetings
- Twelve-month position; work schedule as determined by the Assistant Superintendent of Human Resources

*The Newburgh Enlarged City School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, or any other protected status.*