



18135 SE Brooklyn Street  
Portland, OR 97236-1099  
Telephone (503) 760-7990  
FAX (503) 762-3689

**Centennial School District  
Invites applications for the position of:**

**Director of Human Resources**

**District Mission:** *Collaborating in Community – Cultivating Equity – Inspiring Excellence*

**District Vision:** *Centennial School District builds authentic relationships with our diverse community that equitably engages and honors all voices. We intentionally implement rigorous, culturally relevant, and evidence-based practices to cultivate academic excellence for each student.*

---

**Salary:** Range of \$171,651 to \$174,351  
**Contract Days:** 230 Annually  
**Opening Date:** Monday, January 13, 2025  
**Closing Date:** For strongest consideration, apply by Monday, February 3, 2025, 4:00 p.m.  
**Start Date:** Tuesday, July 1, 2025

The Centennial School District is seeking a proven Educational Leader to become the Director of Human Resources beginning July 1, 2025.

The Director of Human Resources facilitates the administrative leadership of a comprehensive Human Resources Program, including planning, coordinating, and the operation of the Human Resources Department in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual student. The Director of Human Resources will ensure that effective performance management practices are established and utilized throughout the District.

**Minimum Qualifications:**

**Education:** Masters Degree in Educational Administration or the equivalent. Oregon Administrator License required.

**Experience:** The successful candidate will have demonstrated successful school building leadership experience and culturally competent practices. District level leadership preferred.

**Skills:** Skills to facilitate and coordinate district certified and classified evaluation programs. Develop, implement, and facilitate beginning teacher mentor program. Counsels and advises applicants, probationary, and permanent personnel. Strong communication and problem-solving skills.

**Knowledge:** Knowledge of FMLA/OFLA, Paid Leave Oregon, Worker’s Compensation, ADA, and all other personnel regulations to ensure District compliance. Knowledge of processing for issuance and renewal of state licenses.

**Ability:** Bilingual preferred. Abilities to lead and facilitate meetings and teams.

See complete job description (attached) for full experience, skills, knowledge and abilities required for this position.

**Applying:**

To be considered for this position, applicants need to apply online through [PowerSchool Applicant Tracking](https://centennial.tedk12.com/hire/index.aspx) (<https://centennial.tedk12.com/hire/index.aspx>) with the following documents uploaded:

- 1) Letter of Interest;
- 2) Current Resume;
- 3) Three (3) Current Letters of Recommendation;
- 4) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts from the institution(s);
- 5) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license).

---

**For information about the position, contact:**

Dr. Tasha Katsuda

Assistant Superintendent

Email: [tasha\\_katsuda@csd28j.org](mailto:tasha_katsuda@csd28j.org)

**For questions about applying, contact:**

Shannon Burley

Human Resources | Confidential Secretary II

Email: [shannon\\_burley@csd28j.org](mailto:shannon_burley@csd28j.org)

## **JOB DESCRIPTION - Administration**

### **JOB TITLE: Director of Human Resources**

**Job Purpose Statement/s:** The position of the Director of Human Resources facilitates the administrative leadership of a comprehensive Human Resources Program, including planning, coordinating, and the operation of the Human Resources Department in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual student. The Director of Human Resources will ensure that effective performance management practices are established and utilized throughout the District.

### **Essential Job Functions:**

- Identify and implement key strategic initiatives in the Human Resources Department that improve equitable practices and decision making in the areas of personnel management, recruitment and retention of the licensed, administrator, and classified workforce.
- Implement a comprehensive human resources program and scaling-up programs for maximum impact across the District.
- Plan, develop, implement, and maintain a comprehensive evaluation and investigation system and procedure in accordance with board policy and law.
- Support administrators/department directors on employee relations issues including investigations of alleged misconduct and other personnel issues and either complete investigations and/or oversee outside contracted services, as appropriate.
- Facilitate professional development to develop administrator/director knowledge and skill in conducting investigations and performance evaluations.
- Assist and guide administrators and department directors in resolving personnel problems. Provide advice on a wide range of personnel matters.
- Coordinate District Title IX compliance efforts.
- Identify and implement key strategic initiatives that support recruitment, hiring, retention, and development of a workforce that is reflective of the cultural, racial and linguistic background of our students.
- Plan and direct a program for selection and assignment of the best-qualified teachers and personnel.
- Hire new personnel.
- Recommend all assignments, transfers, dismissals, and promotions.
- Certify classifications and salaries to the Business Department.
- Provide necessary research for successful wage and salary administration.
- Plan, develop, and revise personnel management policies in accordance with state legislation for submission to the Board for adoption and updates Board Policy and Employee Handbook.
- Assume administrative responsibility for routine duties of the Human Resources Department, including approving absences for appropriate members of the staff.
- Keep the Superintendent and Assistant Superintendent informed of pertinent personnel developments and events; and actively seek the Superintendent and Assistant Superintendent's counsel or decision as necessary.
- Ensure District compliance with Federal Family and Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Paid Leave Oregon, Worker's Compensation, Americans with Disabilities Act (ADA), and all other personnel regulations.
- Assume a key role in the contract negotiations process by providing advice and information regarding personnel practices, laws, regulations, policies, and the impact that proposed contract language may have. A member of each district negotiation team.
- Serve as a critical liaison and contact person with the District's labor counsel and professional negotiators.
- Engage in actively advocating, promoting, and securing the rights of all persons, with particular reference to employees of the school system.

### **Other Job Functions:**

- Attend regular meetings of the Cabinet and serve to actively improve communication, cooperation, and planning with administrators, staff, and community.
- Attend regularly scheduled School Board meetings.

- Provide assistance and support to the Assistant Superintendent and Superintendent.
- Facilitate, summarize, and utilize exit interviews to inform District recruitment and retention efforts.
- Support development and implementation of new employee orientation activities and mandatory training.
- Coordinate and assist administrators/department directors with employee evaluation systems (including plans of assistance for improvement) and interventions.
- Prepare and distribute recruiting materials in cooperation with professional staff members concerned.
- Confer with principals to determine needs for teachers of various classifications.
- Cooperate with college and university schools of education and with career guidance offices regarding applicants and the placement of student teachers.
- Respond to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the District's personnel program, and to requests of District personnel on matters not clearly covered by regulation, policy, or legislation.
- Coordinate and supervise recruitment efforts including job fairs, recruitment branding, etc.
- Develop strategic recruitment and retention programs as directed by the Assistant Superintendent, including Grow Your Own Programs, university and apprenticeship relationships, and integration of staff wellness initiatives as part of employee relations and staff retention.
- Develop, implement, and facilitate beginning teacher mentor programs.
- Participate in District meetings.
- Assist with the supervision of Human Resources staff.
- Perform other duties as assigned.

#### **Job Requirements - Qualifications:**

- **Experience Preferred:** Successful experience as a building principal.
- **Skills, Knowledge and/or Abilities Required:**

Skills to facilitate and coordinate District certified and classified evaluation programs. Counsel and advise applicants, probationary, and permanent personnel. Strong communication and problem-solving skills.

Knowledge of FMLA/OFLA, Paid Leave Oregon, Worker's Compensation, ADA, and all other personnel regulations to ensure District compliance. Knowledge of collective bargaining agreements, District policy, and State of Oregon and federal regulations and policies regarding personnel matters and employment, civil rights, Title IX, and student discipline. Knowledge of processing for issuance and renewal of state licenses. Knowledge and experience with supervisory methods and practices in the areas of leadership and instructional frameworks.

Abilities: Bilingual preferred. Able to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, exercise a high degree of independence and self-initiative, establish and maintain cooperative working relationships with students, parents, administrators, and other school personnel, meet schedules and deadlines. Ability to work in an environment with frequent interruptions and changing tasks and priorities. Ability to remain calm, focused, and in control when working under stressful conditions. Ability to protect the confidentiality of information shared verbally and in writing. Ability to communicate effectively verbally and in writing. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/accommodation/field of vision.

- **Licenses, Bonding and/or Testing Required:** Appropriate administrative license and criminal justice fingerprint clearance.

**Terms of Employment:** Salary and work year (230 days) according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.