



Ideal Profile and Criteria for the next Director of Human Resources

Forest Grove School District seeks an equity-minded Director of Human Resources with expertise in the field, strong interpersonal skills, and a vision for modernizing and streamlining the district's personnel processes. The ideal candidate is an experienced, collaborative leader who embodies the following:

Leadership & Decision-Making

- Leads with confidence, clarity, and accountability
- Balances leadership and department vision-setting with delegation and hands-on work
- Demonstrates strong follow-through and problem-solving skills
- Values and fosters collaborative relationships with labor partners
- Makes ethical, steady, and well-reasoned decisions
- Is a respected, trustworthy leader who brings energy, positivity, and humor to the workplace
- Fosters a positive, inclusive, and supportive workplace culture where employees feel valued, motivated, and empowered to contribute to the district's success

Human Resources Expertise

- Deep knowledge of HR best practices and the administration of HR policy and systems
- Drives efficiency through improved systems and processes
- Expertise in leave laws, employee benefits, and related compliance
- Experience leading labor negotiations and implementing collective bargaining agreements
- Skilled in the administration of HR systems across all aspects of the employee life cycle including attracting, recruiting, hiring, onboarding, retaining, developing, and offboarding human capital
- Demonstrated expertise in staffing, fiscal accountability, and managing budgets
- Ability to lead and develop others in the areas of supervision and evaluation
- Adaptable and future-focused, incorporating current trends and industry best practices

Communication & Collaboration

- Approachable, empathetic, and fair; building trust across all levels of the organization
- Communicates clearly and consistently with staff, colleagues, and the community
- Handles difficult conversations with professionalism and respect
- Actively engages with the entire Forest Grove School District team, fostering strong relationships with staff, students and the community

Preferred Qualifications

- Bachelor's degree in Human Resources or a related field
- Minimum of five years of experience as a Human Resources manager and leader