



Job Title: Assistant Superintendent Human Resources **Exemption Status/Test:** Exempt

Reports to: Chief Leadership Officer **Date Revised:** October 2019

Dept. /School: Human Resources

Primary Purpose:

Direct and manage the district's human resources function. Responsible for the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration leave administration, performance appraisal, and employee relations. Recommend and implement legally sound and effective human resource management programs, policies, and practices.

Qualifications:

Education/Certification:

Master's Degree in human resources, public or business administration, education administration, or equivalent
Principal certification or equivalent SHRM certification
Superintendent Certification or in progress
Doctor's Degree

Experience:

Five (5) years of progressively responsible experience in human resources management or public school administration
Three (3) years supervisory experience.

Special Knowledge/Skills:

Knowledge of selection, training, and supervision of personnel
Knowledge of wage and salary, and performance appraisal administration
Knowledge of general and education employment law and hearing procedures
Ability to implement policy and procedures
Ability to use software to develop spreadsheets, perform data analysis, and do word processing
Ability to manage budget and personnel
Excellent public relations, organizational, communication and interpersonal skills
Ability to speak effectively before groups of employees, the school board, or other organizations

Major Responsibilities and Duties:

Human Resource Department Management

1. Create and execute plan for human resources in alignment with district core values as adopted by the board and the district's strategic plan. Identify current and future needs of the district and align processes and procedures including recruitment, selection, on boarding, and professional and leadership development, training, evaluation, and retention strategies.
2. Determine the personnel training needs throughout the school district, develop, and plan training programs to meet the established needs. Implement on both going and special interest training programs.

3. Direct the planning, development, coordination, and evaluation of operations of the human resources department including establishing department goals and objectives.
4. Direct and monitor employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.
5. Select, train, supervise, and evaluate HR staff and make sound recommendations relative to assignment, retention, discipline, discipline, and dismissal.
6. Supervise and maintain the integrity of the Position Control process of the district and the interface with the Business/Finance department concerning the ongoing maintenance of those position control systems.
7. Ensure district compliance with federal and state laws and regulations.

Employment

8. Work with principals and other administrators to forecast staffing needs and develop staffing plans. Develop and implement recruitment and retention strategies and a screening and selection process for all employees.
9. Ensure that all teachers are highly qualified and have the appropriate credentials for assignments.
10. Provide a system for new employees to acquire appropriate information, support, and training necessary for success on the job.
11. Oversee all aspects of contract administration.

Compensation and Benefits

12. Direct the administration of the district's compensation program including job descriptions, salary surveys, and position reclassifications.
13. Develop, implement, administer, and monitor procedures for salary administration and placement of new hires.
14. Oversee the management of the district's leave, substitutes, compensation, and unemployment compensation benefit programs.

Employee Relations

15. Take a proactive role in identifying and responding to issues of interest to employees; work in collaboration with district leadership to ensure preemptive and effective employee communications.
16. Administer the employee grievance procedure, in conjunction with the District's Office of Legal Counsel, as adopted by the board. Direct the investigation, analysis, and decision-making process regarding personnel problems and/or other related policy issues.
17. Interpret policies and procedures and ensure support of directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters and procedures.
18. Conduct annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Implement and oversee effective district wide employee recognition programs.
19. Ensure that the compensation manual is updated annually, and distributed. Distribute and verify notice of salary and assignment notice to all employees at the beginning of each year. Implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.

Budget

20. Develop and administer the human resources budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.

Records

21. Oversee personnel records management and ensure compliance with the state records management program. May serve as designated records management officer.
22. Compile, maintain, and file all reports, records, and other documents as required.

Other

23. Prepare and deliver written and oral presentations on human resources and management issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
24. Stay abreast of current research and best practices in human resources management and development in educational and non-educational-related settings, and adjust plans, policies and procedures accordingly.
25. Ensure compliance with local, state and federal laws regarding human resources management and development. Stay abreast of state and federal public policy changes that could impact the district.
26. Oversee personnel records management and ensure compliance with state records management program.
27. Serve as records management officer.

Supervisory Responsibilities:

Supervise, evaluate, and recommend hiring and dismissal of human resource department employees. Directly supervises the Assistant Superintendent Secretary, office manager, coordinator of recruitment, district investigator, and director of information systems and human resource directors for elementary, secondary, and auxiliary staffing.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.