



# Assistant Superintendent-Human Resources

*Exempt*

## **General Definition of Work**

Performs difficult professional and administrative work planning, organizing and directing the school system's personnel programs, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent.

## **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Salary**

State Salary Schedule

## **Reports to**

Superintendent

## **Essential Functions**

- Develops and oversees human resources planning designed to facilitate recruitment, retention and development of a highly qualified and effective workforce.
- Oversees district performance management process including development, administration and improvement plans.
- Consults with district administrators and employees on sensitive and complex personnel issues.
- Coordinates and or performs investigations pertaining to employee violations of policies and procedures.
- Manages and supervises human resources operational areas.
- Interprets and recommends policy changes related to human resources operational areas.
- Collaborates with internal partners and resolves elevated concerns related to hiring, leave, disability, retirement, benefits, transfers, reductions in force, teacher support, professional development, compensation, and professional learning communities.
- Collaborates with external partners to resource issues and provide support.
- Develops selection process and serves on interview teams for administrative and executive hires and placement.
- Resolves grievances including internal grievance policy hearings, unemployment appeals, EEOC charges.
- Serves on district budget committee and chairs multiple district budget subcommittees, establishes policies and procedures to carry out budgetary decisions impacting personnel; oversees administration of those decisions.
- Develops requests for proposals for benefits and salary studies and administration.
- Evaluates principals for mid-year and end-of-year assessments as assigned.



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## Knowledge, Skills and Abilities

- Comprehensive knowledge of the philosophy, principles, practices and legal aspects of personnel administration and benefit programs.
- Thorough knowledge of public school systems organization, administration and licensing requirements.
- Knowledge and strong understanding of human resources processes and legal guidelines.
- Knowledge and strong understanding of professional learning and leadership development.
- Ability to work with a high degree of accuracy on a tight timeline.
- Ability to present complex ideas effectively, both orally and in written form.
- Ability to conduct detailed analytical evaluations and studies and to prepare related reports and recommendations.
- Ability to establish and maintain an effective working relationship with district staff, board members, and community stakeholders.

## Education and Experience

- Any combination of education/experience equivalent to postgraduate professional certification with an administrative endorsement and major course work in human resource or personnel management and extensive experience in public personnel management.

## Physical Requirements

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force.
- Work regularly requires speaking or hearing, frequently requires walking and sitting and occasionally requires standing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting.
- Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.