



Assistant Superintendent of Human Resources

Exempt

General Definition of Work

Under limited supervision, performs responsible personnel administration work in assisting the Chief Human Resources Officer in carrying out policies and procedures relating to a wide variety of human resources programs and activities. Work involves assisting in developing and/or coordinating programs and policies in such personnel components as recruitment, staffing, career ladders, operation services, employee relations, employee benefits, insurance, and employee health services.

A particular focus of this position is the leadership of career ladders, including, but not limited to, principal and assistant principal leadership tracks, teacher leadership, advanced teaching roles, and classified employee career pathways. The assistant superintendent for human resources also works directly with the assistant superintendents of schools and curriculum and instruction to provide support and leadership for principals.

The assistant superintendent is responsible for assuming the duties of the Chief Human Resources Officer in her/his absence; interpreting existing personnel ordinances, policies and procedures; addressing employee complaints or concerns; assisting elected officials in personnel matters; and acting as liaison to outside organizations and agencies involved in school personnel matters.

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

Chief Human Resources Officer

Essential Functions

- Plan, direct, and implement personnel programs.
- Prepare and maintain official personnel files and reports.
- Support, counsel, and coordinate activities with the administrative and school staffs to ensure effective operation of personnel policies and the attainment of the system's educational goals.
- Advise on staffing needs and budgetary considerations.
- Direct the continuous assessment of personnel programs, policies and procedures and recommend additions, modifications and improvements as required.
- Provide technical guidance on personnel policy development and interpretation to the school staff.
- Plan, organize, direct, and supervise the personnel management program including recruitment and selection, assignment, classification and pay, benefits, tenure, retirement administration,

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certification, and promotion and performance appraisal.

- Develop, interpret, implement, and enforce personnel policies and procedures and legal consideration related to disciplinary actions.
- Coordinate and administer the system's drug testing program; prepare and maintain required files, records, and reports.
- Review teacher evaluations and maintain files.
- Assist and advise the School Board, Superintendent of Schools, administrators, and school officials on personnel related matters as necessary.
- Attend staff, School Board, and related meetings.
- Prepare the department budget and monitor expenditures.
- Direct staff recruitment and allotment.
- Plan related staff development.
- Performs other related work as required.

Knowledge, Skills, and Abilities

- Knowledge of school system operations and procedures.
- Knowledge and strong understanding of human resources processes and legal guidelines.
- Knowledge and strong understanding of professional learning and leadership development.
- Knowledge of personal computers, including proficiency in using spreadsheets and online shared storage for reporting and communication with school personnel as well as the ability to edit and revise forms for online use as needed.
- Effective leadership, critical thinking, and problem-solving skills.
- Strong analytical and organizational skills.
- Excellent oral and written communication skills.
- Ability to read, revise, and propose board policies as needed.
- Ability to work with a high degree of accuracy on a tight timeline.
- Ability to exercise judgment independently in selecting and implementing procedures and analyzing data.
- Ability to be proactive in seeking ways to improve processes and outcomes.
- Ability to establish and maintain an effective working relationship with district staff, board members, and community stakeholders.

Education and Experience

- Masters' or Doctoral Degree in School Administration or Human Resources Required
- Extensive Teaching and/or Human Resources Experience Required
- Principal, Assistant Principal and/or Human Resources Supervisory Experience Required
- Successful Experience in Coaching, Mentoring and Mediating Complex and Sensitive Human Resource Issues.

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.

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- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather 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.