
Job Title: Assistant Superintendent of Human Resources and Schools **Exemption Status/Test:** Exempt/Executive* or Administrative

Reports to: Superintendent **Date Revised:** September 24, 2018

Dept./School: Human Resources / Secondary Education

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, employee relations, and benefits. Recommend and implement legally sound and effective human resource management programs, policies, and practices.

Qualifications:

Education/Certification:

Bachelor's degree in human resources, public or business administration, education administration, or equivalent

Special Knowledge/Skills:

Knowledge of selection, training, and supervision of personnel
Knowledge of wage and salary, benefits, 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

Experience:

Experience in human resources management or public school administration; supervisory experience

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, professional and leadership development, training, evaluation, and retention strategies.
2. Determine the HR training needs throughout the school district and develop and plan training programs to meet the established needs. Implement both on-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, and dismissal.
6. Ensure district compliance with federal and state laws and regulations.

Employment

7. 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.
8. Ensure that all teachers are highly-qualified and have the appropriate credentials for assignments.
9. Provide a system for new employees to acquire appropriate information, support, and training necessary for success on the job.
10. Oversee all aspects of contract administration.

Compensation and Benefits

11. Direct the administration of the district's compensation program including job descriptions, salary surveys, and position reclassifications.
12. Develop, implement, administer, and monitor procedures for salary administration and placement of new hires.
13. Oversee the management of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs including overseeing relationship with insurance vendors and third party administrators.

Employee Relations

14. 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.
15. Administer the employee grievance procedure adopted by the board. Direct the investigation, analysis, and decision making process regarding personnel problems and/or other related policy issues.

16. 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.
17. 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 districtwide employee recognition programs.
18. Ensure that the employee handbook and personnel directory are created, updated annually, and distributed. Implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.

Budget

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

Records

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

Other

22. Prepare and deliver written and oral presentations on HR and management issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
23. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly.
24. 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.

Instructional and Program Management

1. Oversee the development and delivery of secondary curriculum and instructional programs that incorporate district goals and support student achievement.

Student Services

1. Assist with hearing and responding to parent concerns related to discipline and secondary campus administrative decisions.
2. Assist with coordinating and analyzing secondary student discipline data and developing campus discipline improvement plans.
3. Review, update, and publish the Student Code of Conduct annually.



4. Assist in the development and presentation of staff development to campus administrators.
5. Assist in the evaluation of principals.
6. Compile, maintain, file, and present all computerized and physical reports, records, and other documents required.
7. Implement policies established by federal and state law, State Board of Education rule, and local board policy.
8. Evaluate job performance of employees to ensure effectiveness

Supervisory Responsibilities:

Supervise, evaluate, and recommend hiring and firing of human resource department employees.
Evaluate and supervise secretary.

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 including 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

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*
