

**Assistant Superintendent Human Resources**  
**New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: Human Resources**

**TITLE:** Assistant Superintendent

**QUALIFICATIONS:**

1. Master's Degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. Six to ten years of progressively responsible experience in public personnel administration, including six years in a supervisory capacity.
3. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:** Superintendent

**JOB GOAL:** To perform a variety of supervisory and administrative tasks in directing and carrying out the New Hanover County School system's personnel administration policies, procedures and services.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Direct the planning, development, coordination and evaluation of operations for the human resources department including establishing department goals.
3. Oversee the department's advice, support, and assistance functions in interpreting policies and procedures and in counseling directors, administrators, employees and other government agencies on employment, record keeping, retirement, grievances and other personnel matters and procedures.
4. Work closely with Director of Human Resources in planning, directing, supervising, assigning and evaluating the school system's recruitment activities.
5. Direct investigations, analysis and method formulation for handling special projects; evaluate final results; review various reports and perform special projects; advise and consult with Board of Education, Superintendent and senior staff on a variety of non-routine matters.
6. Direct investigations, analysis, and decision making process regarding personnel problems and/or related policy issues.

7. Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; performs various duties assigned by the Superintendent.
8. Direct the development of systems, policies and procedures to streamline operational functions and minimize duplication of efforts and redundancies within school offices/departments; enhance the effectiveness of administrators and supervisors by assisting in the design of programs which are consistent with the school district goals and objectives.
9. Prepare and deliver written and oral presentations on personnel recruitment and management issues to the Board of Education, principals, teachers, parents and community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.
10. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special projects, monitoring attendance and travel reports and granting leave.
11. Perform other duties and responsibilities as requested by the Superintendent.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/Contract/FLSA Exempt

**Starting Salary and/or Grade:** SA VII

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of principles, procedures and practices of public personnel administration.
- Thorough knowledge of federal, state and local laws, rules and regulations governing personnel administration.
- Thorough knowledge of personnel and management principles, practices, and techniques as they relate to the administration of manpower resources, position management, staff development and training, policy development, employee relations and related personnel and management functions and services.
- Comply with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.