



ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES

Under the direction of the Superintendent, the Assistant Superintendent/Administrative Services will have the following duties and responsibilities:

- Coordinate the recruitment, selection, assignment, transfer, promotion, and termination of all district employees and substitutes.
 - Assist principals and other management employees in maintaining the necessary skills, knowledge, tools and resources to implement the district's staff evaluation program(s).
 - Serve as a resource in the area of proposed and current legislation pertaining to personnel law.
 - Plan and administer the district's salary and fringe benefits program, including leaves, medical and dental benefits, retirement, unemployment, and worker's compensation.
 - Coordinate the orientation and inservice for new employees and recognition programs for all employees.
 - Work with association representatives in maintaining healthy employer/employee communications and relations. Represent the district in collective bargaining and contract management.
 - Maintain appropriate personnel records and provide data as required for other agencies.
 - Provide job counseling as needed.
 - Serve as district Affirmative Action officer and Title IX officer.
 - Supervise the district Leadership Training Program.
 - Serve as a liaison to community organizations and agencies at the city, county and state level.
 - Plan and administer a district wide public information program, to include a monthly district newsletter and other media activities.
 - Oversee the grounds and maintenance departments.
 - Work with Chief Financial Officer to oversee the facility needs of the district.
 - Serve as a member of Cabinet.
 - Perform other duties as required by the Superintendent.
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- Coordinate the implementation of the District Technology Plan

12/97