



**HAMDEN PUBLIC SCHOOLS
HAMDEN, CT 06517**

Title:

Assistant Superintendent of Human Resources and Administration

Qualifications:

1. Advanced degree required.
2. Current Connecticut certification as Intermediate Administrator (092).
3. Five (5) years' experience as school administrator.
4. Significant supervisory experience in public and/or private sector labor management.
5. Demonstrated knowledge of public schools and their practices preferred.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To:

Superintendent of Schools

Job Goal:

To provide direction and supervision of the school district personnel services.

Performance Responsibilities:

A. Personnel

1. Supervises recruitment of all school district employees.
2. Oversees student residency investigations, serves as the Superintendent of School's designee for all matters related to residency, and makes recommendations to the Superintendent regarding all matters related to residency.
3. Develops, implements, and when necessary revises all protocols and processes related to residency procedures including, but not limited to: policy recommendations and development, investigative methodology and residency hearings.
4. Consults with all attorneys involved in the residency process
5. Provides support, guidance and where appropriate professional development, to school principals on matters related to student discipline
6. In consultation with school principals, develops systems that reduce the need for exclusionary practices related to disciplinary consequences
7. Monitors and updates the Board and administration on data related to student discipline
8. Gathers and prepares documentation for student expulsion hearings.
9. Presents evidence at expulsion hearing as Board of Education representative.
10. Serves as the district's Title IX Coordinator
11. Coordinates, plans and/or develops all personnel-related training and professional development for relevant staff
12. Coordinates salary administration in keeping with contracts.
13. Communicates pertinent personnel information to the payroll office.
14. Monitors unemployment compensation claims and appeals process.
15. Monitors evaluation of non-certified personnel.

16. Serves as the Superintendent's hearing officer for grievances involving all unionized personnel.
17. Conducts employee misconduct investigations
18. Advises administration on appropriate disciplinary consequences for staff, or determines such consequences when appropriate
19. Serves as administrative liaison to the Board's Personnel Committee regarding grievances and negotiations.
20. Coordinates certified assignments, transfers and requests for staffing changes.
21. Maintains and secures up-to-date personnel files on all school district employees.
22. Monitors staff attendance and employee requests for personal days as enumerated in collective bargaining agreements.
23. Supervises employment of substitute teachers.
24. Coordinates contract administration.
25. Oversees the administration of all employee health care and contractual benefits,
26. Develops, maintains and updates job descriptions as required.
27. Serves on all collective bargaining negotiating committees
28. Analyzes all collective bargaining agreements prior to negotiations and works with appropriate legal counsel to make proposals during the negotiation process
29. In executive session, seeks input from the Board regarding collective bargaining negotiations, and informs the Board of the progress of such negotiations
30. Recommends to the Superintendent practices, procedures and actions on all personnel matters.
31. Supervises all clerical staff in the Human Resources Office.
32. Works in collaboration with the Chief of Finance and Operations on matters related to technology department personnel
33. Works in collaboration with the Chief Finance and Operations on matters related to unemployment compensation claims

B. Professional

1. Attends all public meetings of the Board of Education and executive sessions as requested by the Superintendent.
2. Attends meetings of the Board of Education's Personnel Committee, and attends other Board subcommittee meetings as necessary.
3. Implements Board of Education policies, and all current applicable state and federal regulations.
4. Upholds and promotes goals and objectives of the Board of Education and the schools.
5. Participates in other relevant district committees as directed by the Superintendent.
6. Demonstrates an ongoing interest and participation in educational concerns and professional growth.
7. Maintains confidentiality regarding employees' personal information.
8. Performs such tasks and assumes such other responsibilities as the Superintendent may assign.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Non-Discrimination Statement

It is the policy of Hamden Public Schools that no person shall be excluded from, denied the benefits of, or otherwise discriminated against under any program including employment, because of race, color, religion, sex, age, national origin, ancestry, marital status, creed, physical or mental disability, sexual orientation, gender identity or expression, genetic information or other characteristics protected under applicable law.

Terms of Employment:

Twelve-month year. Salary and benefits to be established by the Board of Education.

Evaluation:

Performance of the person holding this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

Revised 6/00

1st Draft revisions 4/21/21

2nd Draft Revisions 5/25/21

3rd Draft Revisions 6/3/21