

JOB DESCRIPTION

TITLE: Assistant Superintendent, Human Resources

CLASSIFICATION: Certificated

REPORTS TO: Superintendent

DESCRIPTION:

Having specific responsibility, as a cabinet level position, for managing all aspects of the Human Resources Division, both classified and certificated. The Assistant Superintendent, Human Resources, is also responsible for the completion of any special assignment or project, inside or outside the scope of the Human Resources Division, delegated by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

- * Participating as a regular member of the Superintendent's Cabinet.
- * Preparing the Superintendent's personnel recommendations to the Board of Trustees.
- * Assisting the Superintendent at Board meetings by providing presentations and/or responding to inquiries from members of the Board of Trustees.
- * Advising the Superintendent regarding personnel policies, procedures and resolutions of personnel-related problems.
- * Acting as the designee in addressing Level II certificated grievances.
- * Acting as chief negotiator regarding certificated collective bargaining unit. Supervising the Director of Classified Personnel regarding classified negotiations.
- * Participating in the supervision of the district employees' IRC 125 benefit program.
- * Assisting the Assistant Superintendent, Educational Services in evaluating school site principals.
- * Directing the evaluation programs of both certificated and classified personnel.
- * Directing and counseling school site principals on difficult and sensitive personnel matters.
- * Acting as the District's liaison with employee associations.
- * Organizing and supervising the Human Resources Division, and maintaining up-to-date records of all personnel.

- * Coordinating all district LEA obligations regarding personnel.
- * Preparing and administering the departmental budget.
- * Planning, directing, coordinating, and participating in the recruitment, selection, and assignment of all certificated personnel.
- * Reviewing and processing all requests for transfers, leaves, and retirements by district employees in accordance with district needs and regulations.
- * Overseeing the certificated and classified staffing of all school sites and the district office.
- * Processing recommendations for terminating employees, assembling dismissal information, and arranging needed conferences and hearings.
- * Providing inservice programs to district managers regarding interpretations and applications of district collective bargaining agreements.
- * Overseeing the placement of district employees on the appropriate salary schedules.
- * Maintaining liaison with social, professional, civic, volunteer, and other community groups having an interest in the schools.
- * Preparing and maintaining information on personnel and submitting the necessary statistical reports to the State Department of Education and to the Board of Trustees.
- * Assisting in the development and updating of Board policies and procedures regarding personnel.
- * Planning and directing the District's affirmative action program.
- * Coordinating the District's student teaching program.
- * Directing the District's substitute teacher program.

QUALIFICATIONS:

- * Master's degree (emphasis in Educational Leadership or Organizational Leadership preferred)
- * Administrative credential
- * Five years of successful site level administrative experience