

ST. HELENS SCHOOL DISTRICT 502
POSITION DESCRIPTION
ASSISTANT SUPERINTENDENT / PERSONNEL

Position Title:	Assistant Superintendent / Personnel		
Department:	Administration		
Reports To:	Superintendent		
Prepared By:	William A. Willey, Asst. Super/Personnel	Date:	April 24, 2000
Approved By:	St. Helens School Board	Date:	May 22, 2000

1. SUMMARY:

This position requires an individual to demonstrate a high degree of understanding of a multitude of school issues. Interpersonal skills are essential to be successful for the individual must be able to work with all public organizations, agencies, professional groups and individuals to accomplish the District's mission. The individual must demonstrate excellent written communication skills in responding to others and preparing information and direction for the school district. The individual must have a keen understanding of Oregon Law, Teachers Standards and Practices Commission and Oregon Administrative Rules. The Assistant Superintendent/Personnel must be someone who is willing to support both the employee and their best interests while keeping in mind responsibilities to the school district.

2. QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Masters Degree required.
2. Appropriate administrative credentials from Oregon Teacher Standards and Practices Commission.
3. Minimum of five years administrative experience.
4. District level experience preferred.
5. Experience in collective bargaining.
6. Demonstrated written communication skills.
7. Demonstrated personal and professional interpersonal skills.

3. SUPERVISORY RESPONSIBILITIES:

Personnel office, building administrators and others as designated by the superintendent.

4. ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The duties of the **Assistant Superintendent/Personnel** shall be, but not limited to the following. Additional duties may be designated by the Board or Superintendent.*

1. Plans, develops and revises personnel management policies in accordance with legislation, Teachers Standards and Practices Commission and Oregon Department of Education regulations.
2. Plans, develops and revises policies for negotiations with employee groups following federal and state legislation, Employment Relations Board rulings and common practice.
3. Ensures compliance with relevant personnel laws, policies and collective bargaining agreements.
4. Keeps abreast of current practices in labor negotiations and issues relating to employee groups.

Responsible for interpreting collective bargaining agreements for applicants, staff and the

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District.

5. Represents the District in all legal and contract grievances, discipline and dismissal procedures.
6. Works closely with District legal counsel in interpreting contracts, policies and administrative rules.
7. Plans and directs a program for the recruitment, selection and assignment of the most qualified teachers and support personnel.
8. Coordinates staff development and new teacher academy with the Director of Instruction.
9. Certifies classification, placement and salaries of newly hired personnel to the business department.
10. Maintains records of teacher credits toward movement on the salary scale.
11. Maintains personnel records according to Oregon law and common practice.
12. Responsible for developing and coordinating District School Year calendar and Annual Report with staff and professional organizations.
13. Gives direction to and monitors the evaluation procedure of licensed and classified staff.
14. Assists supervisors and building principals in developing and implementing plans of assistance for employees.
15. Recommends all assignments, transfers and dismissals, promotions according to policy and negotiated agreements.
16. Recommends to superintendent the staff (FTE) for each building site for each year based on policy and administrative rule.
17. Develops and maintains current job descriptions for all licensed, confidential and classified positions in the District.
18. Responsible for completing all reports to federal and state agencies including Fall Report, Federal Civil Rights report and personnel reports.
19. Manages and directs the District's efforts in meeting requirements of the Americans with Disabilities Act.
20. Advises staff on PERS issues relating to work and assists staff with PERS to answer retirement questions.
21. Works as part of a team in writing grants for the District.
22. Prepares and manages the budget for personnel services and assists others in district with preparation and management of budget issues.
23. Supports the superintendent in overall administrative efforts and interprets ideas and decisions to staff and public.
24. Keeps the superintendent informed of pertinent departmental issues, contract management and personnel issues.
25. Advises the Board on legal issues pertaining to negotiations, personnel matters and other District needs.
26. Is active in a community service organization to enhance the District's public relations and community involvement.
27. Coordinates student teaching and practicums with local universities and colleges.
28. Works with Directors in a collaborative manner to assist in district operations.
29. Responsible for oversight of At Risk/Alternative Education Program.
30. District liaison to social services providers and public agencies for school projects and representation.
31. District oversight of Vocational Programs.
32. Assist the Superintendent in evaluations of administrators with the School Board.
33. Performs other tasks and responsibilities as assigned by the Superintendent.
34. Maintains liaison with the community social service providers to enhance program development for the school district.

5. SALARY:

As negotiated in the Administrators/Supervisors/Confidential Employees Agreement.

6. EVALUATION:

Superintendent is responsible for the evaluation of this position.

7. PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee is expected to drive frequently to buildings in District, and to attend meetings out of the area. Specific vision abilities required by this job include close vision such as to read typed or hand written work. The employee frequently works irregular hours.

8. WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is quiet. Work is performed indoors.

9. OTHER:

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.

I _____ have read and understand the above
Print Name
requirements for this job position.

Signature _____ Date