

Assistant Superintendent of Human Resources

Purpose Statement

The job of Assistant Superintendent of Human Resources is done for the purpose/s of providing oversight to the overall delivery of the human resources programs and services; ensuring attainment of the District's strategic goals relative to staffing, retention and diversity; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established policies, law and regulations; and serving as a member of the cabinet and strategic leadership team.

This job reports to the Superintendent of Schools

Essential Functions

- Collaborates with a wide variety of internal and external groups (e.g. staff, colleges and universities, community organizations, regulatory agencies, etc.) for the purpose of implementing program components, creating long- and short-term plans, and addressing organizational objectives.
- Develops and updates staffing and compensation models and strategies for the purpose of meeting district staffing needs while complying with regulatory requirements.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. strategic plans, proposals, policies and procedures, grant opportunities, etc.) for the purpose of implementing and maintaining services and/or programs.
- Directs compensation and benefits surveys for the purpose of ensuring equitable and attractive compensation package to attract and retain talent.
- Facilitates the design, implementation, and delivery of the District's talent management strategies and the attainment of related goals for the purpose of meeting the District's strategic objectives and ensuring the recruitment and retention of a highly qualified and diversified workforce.
- Leads and participates in meetings, workshops and seminars that frequently involve a range of topics (e.g. labor relations, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Makes recommendations to the Superintendent and updates the Board on employee relations matters (e.g. separation agreements, administrative leaves, terminations, etc.) for the purpose of addressing employee issues.
- Markets District as a prospective employer for the purpose of building a pipeline of candidates and fill vacant positions within the district.
- Negotiates contracts and agreements (e.g. bargaining groups, employee interest groups, etc.) for the purpose of achieving outcomes consistent with the District's long- and short-range goals.
- Oversees the administration of a wide variety of complex federal, state, and local compliance and labor codes/regulations for the purpose of ensuring compliance with all regulatory requirements.
- Oversees department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Partners with administrators for the purpose of addressing employee relations matters.

- Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Presents information on a wide variety of topics (e.g. Board meetings, leadership meetings, training, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Researches a wide variety of topics related to employment and labor law for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.
- Reviews data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Serves as the District's designated acting compliance officer for the purpose of ensuring compliance in the event the compliance officer is unavailable.
- Supports the Superintendent, Board of Education, and department administrators for the purpose of developing and implementing Human Resources services and programs and achieving operational goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: negotiating skills, communication skills, time management skills, project planning skills, developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: strategic planning processes, district personnel policy, state certification process, accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws; human resource processes and procedures; education code; theory of collective bargaining and contract administration; and compensation theory.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives;

managing multiple departments; determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education (Minimum): Masters degree in job-related area.

Education (Preferred):

Equivalency: .

Required Testing

None Specified

Certificates and Licenses

Missouri Administrators Certification

Continuing Educ. / Training

Maintain Certificate/License

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

1/24/2023

Salary Grade

See Administrator Salary
Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.