



GENERAL INFORMATION

TITLE..... Assistant Superintendent for Human Resources
DEPARTMENT..... Administration
LICENSURE..... Professional Educator License (PEL)
ENDORSEMENT..... Superintendent with General Administration and/or Principal
CLASSIFICATION..... Certified
FLSA STATUS..... Exempt
REPORTS TO..... Superintendent
SUPERVISORY RESPONSIBILITIES..... Human Resources Department and Building Administration
PRIOR EXPERIENCE..... Three years administrative experience in supervision of personnel, budget preparation and implementation, or program design. In addition, principal experience is preferred.
EVALUATION..... Evaluated by the Superintendent of Schools and/or designee using the agreed upon evaluation tool. This includes formal observation of job performance, inclusion of informal observation data, an artifact file, and other sources of data. The evaluation cycle for the Assistant Superintendent for Human Resources shall be one school year.

JOB GOAL

The Assistant Superintendent of Human Resources is responsible for developing the vision, mission, goals and objectives for human resources in collaboration with other district leaders to ensure that Deerfield Public Schools District 109 (DPS109) recruits, maintains, and develops a high quality workforce that can manage ongoing change successfully while meeting the diverse needs of students, parents and the community. Under limited supervision, performs a variety of supervisory and administrative tasks in directing and carrying out DPS109 policies and procedures including a wide variety of human resources programs and activities.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Creates and executes plan for human resource and organizational development in alignment with DPS109 core values and the district goals.
- Organizational development includes but is not limited to identifying current and future needs of the organization and aligning various processes and procedures such as recruitment, selection, orientation, on-boarding, career development and pathways, professional and leadership development/training, evaluation, and retention/recognition/reward strategies.
- Directs the planning, development, coordination, and evaluation of operations of the personnel department including establishing department goals and objectives.
- Takes a proactive role in identifying and responding to issues of interest to employees; works in collaboration with Coordinator for Communication and Community Relations to ensure proactive and effective employee communications regarding human resources including but not limited to topics such as benefit enrollment and changes, annual employee satisfaction surveys, contractual issues, etc.
- Works closely with the Department for Human Resources in the planning, directing, supervising, assigning, and evaluating of the school's recruitment activities, such as applicant interviewing, administration and scoring of structured interviews, determination of applicant qualifications, referral of applicants, applicable licensure, background investigations and reference checks.
- Works closely with district administrators in the planning, directing, supervision, assignment, and evaluation of the school's staffing and employee relations.
- Directs investigation, analysis and method formulation for handling special projects; evaluates final results; reviews various prepared reports and performs special projects; advises Superintendent and/or other Executive Leadership Team members on a variety of non-routine matters.
- Directs the investigation, analysis, and decision making process regarding personnel problems and/or other related policy issues.
- Directs the administration of the school system's performance evaluation programs, including seniority lists, assignments, and management of PERA and Senate Bill 7.

- Oversees department's advice, support, and assistance functions in interpreting policies and procedures and in counseling district administrators, directors, building administration, and bargaining units on employment, record keeping, grievance and other personnel matters and procedures.
- Determines any human resources training needs throughout the school system; plans training opportunities with Department of Teaching and Learning to meet the established needs.
- Directs the development of methods for interaction between employees and administration concerning job responsibilities in order to enhance job satisfaction, solve job-related problems and improve organizational effectiveness.
- Prepares and delivers written and oral presentations on personnel recruitment and management issues to the Board of Education, principals, teachers, parents, and community groups; attends regular meetings of the Board; leads administration meetings; and attends other related meetings.
- Supervises and conducts personnel administration duties for DPS109 staff, including recommendations for hiring and dismissal, evaluating administration in accordance with PERA expectations, assigning special projects, monitoring attendance, and granting leave.
- Stays abreast of current research and best practices in human resources management and development in educational and non-education related settings, and adjusts plans, policies and procedures accordingly.
- Is well-informed regarding current local, state and federal laws regarding human resources management and development; stays abreast of state and federal public policy changes that could impact DPS109.
- Assumes leadership role on the Executive Leadership Team; assists with long-range strategic planning; assists with developing system-wide budget, plans, policies and activities.
- Performs various duties assigned by the Superintendent of Schools.

MENTAL DEMANDS

Knowledge

- Thorough knowledge of the principles, procedures and practices of public personnel administration.
- Thorough knowledge of federal, state and local laws, rules and regulations governing personnel administration.
- Thorough knowledge of the School System's organization and operational policies and procedures.
- Thorough knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.
- Thorough knowledge of personnel and management principles, practices and techniques as they relate to the administration of manpower resources and planning, position management, staff development and training, policy development and administration, employee relations, and related personnel and management functions and services.
- Thorough knowledge of administrative, managerial and supervisory practices and techniques involved in directing personnel management programs and services.
- Considerable knowledge of the current literature, trends, and developments in the field of personnel administration.
- Considerable knowledge of the principles of supervision, evaluation, organization and administration.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved personnel programs, services and activities.

Ability

- The employee shall lead, plan, develop, implement, deliver, and evaluate the district's personnel policies and procedures and address identified deficiencies; engage in the collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; read a variety of materials; efficiently employ differentiated leadership methods; learn new methods of leadership through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

- The employee shall possess the equivalent of a Master's degree in educational administration, public or business administration, progressively responsible experience in public personnel administration and management or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Reasoning

- The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, LMC, busses, and traffic coordination both before and after school.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

REVIEWED/REVISED

- March 9, 2015