

Oak Grove School District

JOB TITLE: Assistant Superintendent (Human Resources)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide overall supervision and administration of District human resources operations and to provide support to the Superintendent of Schools. Employees in this job class receive general direction from the Superintendent within a broad framework of overall objectives. The Assistant Superintendent directs, supervises, and coordinates the work of others while providing general leadership and support in human resources administration to schools, departments and principals. The Assistant Superintendent functions as a member of the Superintendent's Executive Team and the District Leadership Team and provides direction in the formulation and implementation of District policies. This job class requires a high degree of professional knowledge, strong administrative and communication skills, as well as the ability to effectively apply problem solving and decision making skills to a variety of situations

As a member of the District Leadership Team, the Assistant Superintendent works in cooperation with other members of the team in the formulation and implementation of District policies.

TYPICAL DUTIES

Provides and has responsibility for the overall administration of the recruitment, selection, orientation, assignment, and evaluation of all District certificated and classified employees

Guides the development and implementation of master plans for human resources administration

Develops and implements the District's human resources evaluation program

Oversees the development and administration of the District's salary program

Determines staffing needs and ratios, and directs administration of the District program of staff allocation

Coordinates District action in cases of employee dismissal

Plans and directs the collective bargaining and contract management activities as provided by law

Directs the development of various employee relations programs

Assistant Superintendent (Continued)

Promotes and assures appropriate communication within the Human Resources Division and between the Division and other administrative/certificated personnel in the District

Directs and oversees the preparation of reports as required by the Superintendent or other authorized officials or agencies

Ensures District compliance with applicable Federal, State, and District regulations by Human Resources Division staff

Identifies human resources policy needs; provides leadership and direction in the formulation of human resources policy and/or procedural recommendations

Develops and interprets District policies and administrative regulations associated with assigned responsibilities

Assures appropriate communication within the division and with other District personnel

Reviews and monitors performance of principals and provides appropriate evaluative data to the Superintendent

Supervises the development and management of the divisional budget; assists in development of the District budget

Participates in screening process for selection of administrative personnel

Provides for and encourages open, two-way communication between area schools and central office personnel

Attends and participates in Board meetings and other meetings as requested by the Superintendent

Acts for the Superintendent at meetings as assigned by the Superintendent

Provides leadership within the Superintendent's staff and Leadership team; coordinating resources and management of information

Assists the Superintendent with evaluation of the Leadership team

Performs other duties as required

Assistant Superintendent (continued)

MINIMUM QUALIFICATIONS

Knowledge of meeting facilitation skills, teaming strategies and interest-based problem solving.

Knowledge of employment relations procedures including recruitment, selection, training, and evaluation process

Knowledge of collective bargaining and contract management techniques and procedures as they relate to public education/schools

Skill to facilitate collaborative problem solving

Knowledge of program planning, development and evaluation methods, techniques and practices

Knowledge of state and federal laws, codes and regulations related to basic school district operations and specifically to human resources

Knowledge of budget preparation and administration

Knowledge of proper management and supervisory techniques and methods

Skill to interpret, apply, and enforce state, federal, and district laws, regulations, and guidelines

Skill to analyze a variety of complex data and prepare/present necessary reports

Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives

Skill to direct, coordinate, supervise, and evaluate the work of others

Skill to identify problem areas or situations, secure relevant information by relating data from different sources and make appropriate decisions based on logical assumptions and sound reasoning

Skill to communicate effectively and tactfully in both written and oral forms

Skill to motivate others in the accomplishment of stated goals and objectives

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties