

## Assistant Superintendent of Human Resources

<b>DEPARTMENT:</b>	Human Resources	<b>REPORTS TO:</b>	Superintendent
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	Administrative Salary Schedule
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Exempt

### Position Description

The Assistant Superintendent of Human Resources oversees all aspects of human resource management, including recruitment, hiring, compensation, benefits, performance management, and employee relations. Ensures compliance with employment laws and develops and implements HR policies and procedures. Oversees Kirkwood Leadership Preparation Program to develop a pipeline of future leaders within the district.

Task Title	Essential Job Functions	Percent of Time Spent
District Leadership	<ul style="list-style-type: none"> <li>Assists in the development and assessment of district goals and Board policies.</li> <li>Interprets and/or clarifies district goals, policies, and procedures to students, staff, and community</li> <li>Prepare and submit recommendations, reports, and information to the Board of Education.</li> <li>Create and deliver customized reports and presentations to communicate HR metrics, trends, and key performance indicators, facilitating informed decision-making at various levels within the organization.</li> </ul>	30%
Employee Relations	<ul style="list-style-type: none"> <li>Manage employee relations, addressing grievances and conducting thorough investigations when necessary.</li> <li>Collaborate with relevant stakeholders to address employee concerns effectively.</li> <li>Develop strategies to enhance overall employee satisfaction and ensure a positive working environment.</li> </ul>	25%
Personnel & Department Management	<ul style="list-style-type: none"> <li>Recruit, hire, onboard, and manage the performance of HR team members.</li> <li>Foster professional growth and development of staff within the department.</li> <li>Oversee the HR department budget and all areas of human resource management.</li> <li>Oversee substitute teacher staffing.</li> </ul>	10%
Compensation & Benefits	<ul style="list-style-type: none"> <li>Manage and resolve compensation disputes, ensuring fair and equitable resolution in accordance with established policies and guidelines.</li> <li>Oversee the benefits program and wellness initiatives.</li> </ul>	10%

Task Title	Essential Job Functions	Percent of Time Spent
Performance Evaluation	<ul style="list-style-type: none"> <li>• Manage the performance evaluation system</li> <li>• Provides performance evaluation training to supervisors,</li> <li>• Monitor procedures, policies, and guidelines for employee evaluations.</li> </ul>	10%
Employment Policies	<ul style="list-style-type: none"> <li>• Develop, update, interpret, and enforce employment policies and procedures, ensuring compliance with legal requirements.</li> <li>• Stay abreast of changes in employment laws and regulations, and proactively address potential compliance issues.</li> </ul>	10%
Professional Development	<ul style="list-style-type: none"> <li>• Oversee the Kirkwood Leadership Preparation Program (KLPP) and provide in-service training to prepare certified staff to become administrators.</li> <li>• Provides career counseling for administrators, teachers, and support staff.</li> <li>• Engage in professional growth activities.</li> </ul>	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** Single department
- **Supervisory Activities:** Budgeting/Staff allocation, Developing or training, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Approving timecards or time off requests
- **Budget Signing Authority:** ~\$100,000
- **Decision-making Authority:** Decisions impact the entire district

### Qualifications

#### Required

- **Education:** Master's degree in human resources, business, educational leadership, or a related field
- **Licensure:** Missouri administrative certificate
- **Previous Work-Related Experience:** Five or more years of experience in education and/or human resources.
- Valid Missouri driver's license

#### Preferred

- Professional HR certification

### Knowledge & Skills

#### Knowledge

- **Basic:**
  - Administrative: Administrative and office procedures, functions, and basic office tasks,
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.

- **Intermediate:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- **Advanced:**
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy and employment law and regulations.
- **Expert:**
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
  - Customer and personal service: Principles and processes for providing customer and personal services.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Active learning, Active listening, Critical thinking, Management of personnel resources, Time management, Coordination, Service orientation, Social perceptiveness, Judgment and decision making
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Writing, Monitoring, Management of financial resources, Instructing, Negotiation, Persuasion, Complex problem solving, Systems analysis, Systems evaluation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Learning strategies, Management of material resources
- **Rarely (Less than 1 hour or 12% of the day):** N/A

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking, Repetitive motion,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Carrying/Lifting, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Crouching/Kneeling, Balancing, Reaching

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

### **Working Environment**

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

### **EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024