

Assistant Superintendent for Human ResourcesDuties and Authority

The Assistant Superintendent for Human Resources works closely with the building and district administrative team to provide leadership and vision in the areas of human resources in the District including: developing and maintaining a human resources management system, benefits administration, employee and association relations, employee wellness, compliance training, guest teaching, and licensure and certification. The Assistant Superintendent for Human Resources works with the Superintendent on matters related to staffing and position allocation, employee benefits, staff calendars, compensation and payroll administration, and contract negotiations and interpretation. The Assistant Superintendent for Human Resources ensures the District's workforce provides services to schools and students at the highest levels of professional practice and leads the Superintendent's Cabinet in recommending a staffing plan for the District that will meet the needs of its students in an effective yet economical manner. The Assistant Superintendent for Human Resources is a key leader in cultivating and sustaining an organizational culture that supports and enables employees to perform at high levels in accordance with the District's goals and priorities.

Administrative Relationship

The Assistant Superintendent for Human Resources is employed by the Board of Education and reports to the Superintendent of Schools.

Qualifications

The Assistant Superintendent for Human Resources must have a substantial academic and experiential background in the areas of school law, staff development, and personnel administration. The Assistant Superintendent for Human Resources must at minimum hold a master's degree in Education and a valid Illinois Public Educator License with General Administrative Endorsement and Teacher Evaluator Designation.

Evaluation

The Superintendent shall annually evaluate the Assistant Superintendent for Human Resources and make employment and salary recommendations to the Board of Education.

Compensation and Benefits

The Board of Education and the Assistant Superintendent for Human Resources shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Assistant Superintendent for Human Resources. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the Assistant Superintendent for Human Resources shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Assistant Superintendent for Human Resources shall have vacation periods as approved by the Superintendent.

Adopted: 4/19/76

Revised: 2/22/10; 10/15/12; 07/18/16; 4/20/20 (effective 7/1/20); 03/17/25 (effective 7/1/25)

Reviewed: 03/05/21; 9/14/22