San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Assistant Supt. of Administrative Services	**Exemption Status:**	Exempt
Reports to:	Superintendent	**Pay Grade:**	09
Works with:	District Personnel	**Days:**	226
Dept. /School:	Administration	**Date Revised:**	8/9/2019

Primary Purpose:

The Assistant Superintendent of Administrative Services shall be responsible for human resources, health services, parental engagement and attendance. The Assistant Supt. of Administrative Services will work with the administrative staff, principals, and all other personnel to insure an efficient, productive environment and a well-staffed school district.

Prerequisites:

- Master's degree in educational administration or related field; Doctorate preferred;
- Professional Mid-Management Certificate; Administrator; or Principal Certificate;
- Five years of successful, responsible experience in campus leadership and/or
- Five years of successful, responsible experience in Human Resources administration/management.
- Superintendent Certificate Preferred

Special Knowledge/Skills:

- Knowledge of supervision of personnel; administration and experience of performance appraisal;
- Knowledge of general and education employment law;
- Demonstrated proficiency in the use of software programs relevant to data analysis;
- Demonstrated ability to articulate the district's mission as well as departmental and school goals.

Major Responsibilities and Duties:

1. Develop and maintain the staffing ratios at district schools.
2. Develop and oversee a recruitment/retention plan that is timely and efficient yielding highly competent talent acquisition.
3. Supervise the placement of new hires with assurance of appropriate certification and experience needed.
4. Insure all legal policies and state regulations are followed with regards to teacher certification, teacher assignments and related employment laws.
5. Oversee the district's salary schedules for all categories of employees within the district.
6. Respond to issues arising from the implementation of legal and local policies related to district employees.
7. Process job postings and subsequent recommendations for hiring by the Board of Trustees.

8. Maintain job descriptions current and coordinate same with salary schedules.
9. Provide training to school and departmental staff over critical issues related to employee rights and benefits.
10. Recommend annually, to the Superintendent, the number and types of positions needed to provide personnel for the efficient operations of the district.
11. Oversee the operation of the Texas Department of Public Safety network for conducting criminal background checks on applicants and on employees of the district.
12. Maintain all employee records in an efficient, effective and legally compliant manner.
13. Serve as the coordinator of employee benefits to include compliance with FMLA, COBRA, FLSA, EEO, OSHA, ADA and HIPPAA, as well as other pertinent employee laws.
14. Guide principals and department heads on the matter of maintaining confidentiality of personnel matters.
15. Assist principals and department heads regarding the coaching, counseling and discipline of district employees.
16. Oversee the appraisal system of district teaching staff and district administrators.
17. Supervise the evaluation and maintain records of all district support staff at the district's schools and within district departments.
18. Coordinate all employee benefit programs to include unemployment compensation; the exception will be employee health insurance benefits.
19. Maintain all employee files within legal parameters.
20. Supervision of personnel as directed.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____