Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Deputy Superintendent Human Resources**

Qualifications:

Credentials: Administrator's Superintendent Certificate

Education: Master's degree in Education, Administration, Human Resources, or related field

Training/Experience Required: 5 years of school administration experience.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Knowledge of grammatical structure, vocabulary for preparing correspondence. Communicates in clear, grammatically correct English. In addition, trains and directs others and provides complex instructions; conducts interviews. In addition, provides for timely two-way communication with administrators, certified staff, support staff, parents, and community. Demonstrates skill in conflict resolution with administrators, certified staff, support staff, parents, and community.

Interpersonal Skills: Ability to effectively mediate, highly effective team building skills, ability to evaluate staff and programs, ability to evaluate instructional programs and teaching effectiveness, ability to manage budget and personnel, ability to implement policy and procedures.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

Job Goal (Purpose of Position): To assist Superintendent in providing academic leadership to the District that will provide the best experience for all students and to support the superintendent in management and overall functionality of the district.

An incumbent in this position will utilize discretion, ingenuity and independent judgment necessary to the job.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy, good judgment and problem solving skills; making formal presentations, when requested; interpreting policies and procedures based on experience; providing counseling; negotiations, or mediation techniques, as appropriate. Must handle

effectively complaining or grieving employees, and applicants. Much of the contact and results must be kept confidential.

Performance Expectations:
The incumbent/employee will need to:
(A) Be customer focused to resolve problems effectively.
(B) Manage human resources and diversity while performing assigned tasks; productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive counseling and discipline; resolution of complaints or grievances.
(C) Manage resources with fiscal responsibility while maintaining proper accountability of records.
(D) Manage information and communications with staff and public effectively.
(E) Assist with short and long range planning to set and/or attain district goals and objectives.
(F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.
(G) Be a team player with co-workers, subordinates, other managers, and community members to accomplish district objectives or goals.
(H) Contribute to quality of district programs including extracurricular programs; and be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):
1. In the absence of the Superintendent, serves as chief administrative officer of the District.

2. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations to the Superintendent.

3. Reports on the status of district programs and services at the request of the Superintendent.

4. Prepares drafts of needed Board policies, job descriptions, and administrative policies and procedures for the Superintendent's review and action.

5. Serves on such committees and supervises such other programs, services and personnel as the Superintendent may direct.

6. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.

7. Assists in curriculum planning and in-services education for the professional staff as a member of the administrative staff.

8. Serves, upon assignment by the Superintendent, as a resource person to other administrators in the District.

9. Interprets the programs, philosophy, and policies of the District to staff, students, and the community at large, as needed.

10. Maintains liaison with social, professional, civic volunteer, and other community agencies and groups having an interest in the schools.

11. Communicates to the Superintendent the requirements and needs of the District as communicated by staff members.

12. Recommends and assists in the recruitment of all personnel for the District.

13. Assists in fostering professional growth and building of staff morale throughout the District.

14. Confers with appropriate staff members on matters of concern.

15. Performs such other tasks and responsibilities as the Superintendent may assign.

Supervising Responsibilities: An incumbent supervises an assigned staff of employees. Has responsibility to recommend hiring/firing; develop training, and to evaluate employees.

Reports To: Superintendent of Schools and/or Board of Education

Physical/Mental Requirements and Working Conditions:
Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, electronically, and before large audiences. Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours.

Terms of Employment: 260 days

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 11/08/1993
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