Job Title:	Assistant Superintendent of Human Resource Services	**Wage/Hour Status:**	Exempt
Reports to:	Chief of Staff	**Pay Grade:**	Administrator 12
Dept. /School:	Administration Building	**Date Revised:**	10/8/2026

Primary Purpose:

Direct and manage district human resource activities to ensure legally sound and effective human resource management practices. Responsible for the development and implementation of human resource programs to include wage and salary administration, leave administration, employee training, recruitment and staffing, and employee communications. Interpret and recommend personnel policies and regulations for the district.

Qualifications:

Education/Certification:

Masters degree in Education or Education Administration
Valid Texas Administrator Certificate

Special Knowledge/Skills:

Knowledge of the selection, training, and supervision of personnel
Knowledge of wage and salary, benefits, and employee communications programs
Knowledge of school employment law and hearing procedures
Ability to interpret policy, procedures, and data
Ability to manage budget and personnel
Strong communication, public relations, and interpersonal skills

Experience:

Three to five years successful administrative experience in human resources

Major Responsibilities and Duties:

Employment:

1. Implement a recruitment and selection process for all employees.
2. Oversee the district application and screening process and ensure that the district is represented as an attractive employer.
3. Administer and oversee orientation programs for new employees.
4. Administer the district employee evaluation program and ensure that it is implemented effectively and uniformly.
5. Administer employment contracts and facilitate the contract renewal and nonrenewal process.

6. Plan, evaluate, and administer equal employment opportunity provisions and work cooperatively with others to ensure compliance with federal and state laws and regulations.
7. Assist supervisory personnel in conducting due-process procedures
8. Oversee the necessary processing for issuance and renewal of state certificates and permits.

Compensation:

9. Develop and implement procedures for administering salary and other forms of compensation that effectively implement policies adopted by the board.
10. Develop and implement procedures for the preparation and revision of job descriptions and for the classification of positions in the district compensation plan.
11. Administer the teacher salary schedule and ensure compliance with the state minimum salary schedule requirements
12. Administer the exempt and nonexempt compensation programs and ensure compliance with federal wage and overtime laws.
13. Provide cost analysis of salary and wage adjustments for the budgeting process.

Employee Relations:

14. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff.
15. Develop and implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.
16. Implement and oversee effective district-wide employee recognition programs.
17. Implement policies associated with and oversee processing of employee complaints and grievances.
18. Ensure that the employee handbook are created, updated annually, and distributed.

Budget:

19. Work with others to compile and report projections of staff and facility needs.
20. Ensure that programs are cost effective and that funds are managed prudently.
21. Compile budgets and cost estimates based on documented program needs.
22. Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned.

Records:

23. Supervise personnel records management and oversee required state records management program (may serve as designated records management officer).
24. Develop and maintain systems for retrieval of information in support of all programs.
25. Compile, maintain, file, and secure all physical and computerized reports, records, and other required documents.

Human Resources Department:

26. Recruit, train, and supervise department staff and make sound recommendations relative to personnel placement, assignment, retention, discipline, and termination.
27. Evaluate job performance of department staff to ensure effectiveness.

28. Develop training options and improvement plans for department staff to ensure the department's effective operation.

Other:

29. Ensure that department operations contribute to the attainment of district goals and objectives.
30. Recommend policies that improve human resource related programs.
31. Attend Board meetings regularly and make presentations to the Board.
32. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.

Supervisory Responsibilities:

Supervise and evaluate the performance of personnel in the Human Resources department.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control and stability under stress. Frequent district wide and statewide travel; occasional prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.