

**ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

**PRIMARY FUNCTION:**

Under the immediate supervision of the Superintendent of Schools, shall be the chief administrative supervisory officer of the Division of Human Resources.

Professional Responsibilities

1. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
2. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
3. Maintain personal standards of grooming and professionalism.
4. Maintain standard of promptness in carrying out assignments.
5. Use discretion in all matters not covered by Board policy, reporting his/her action to the Superintendent at the earliest possible time.

**ESSENTIAL FUNCTIONS:**

1. Act for the Superintendent in the absence of the Superintendent and the Assistant Superintendent, Learning Support.
2. Administer certificated and classified staff recruitment and hiring processes.
3. Administer grievance procedures.
4. Administer health benefit programs and wellness activities for District Personnel.
5. Assist with employee retirement.
6. Coordinate District workers' compensation and return-to-work programs.
7. Coordinate transfers, leaves, resignations, and dismissals.
8. Develop and maintain staff evaluation procedures compatible with negotiated agreements and other Board requirements.
9. Establish substitute listing for certificated and classified employees; oversee substitute assignment process.
10. Evaluate District salary schedules and related policies.
11. Function as a member of the District Management Team participating on committees as assigned.
12. Maintain personnel records.
13. Participate in formation of Board policy recommendations at the direction of the Superintendent.

14. Prepare orientation information for all new personnel.
15. Provide ongoing communication to inform staff of District policies, activities and achievements.
16. Provide staff development for management personnel in areas related to personnel, hiring, evaluation and dismissal.
17. Recommend to the Superintendent individuals for hire by the Board.
18. Serve as chairperson of the Classified Staff Council.
19. Serve as District Affirmative Action Officer.
20. Serve as the Board's representative for the purpose of meeting and negotiating with Bargaining Unit Employees.
21. Serve as Title IX Compliance Officer.
22. Serve in liaison capacity with employees and their organizations.
23. Supervise all personnel assignments.
24. Supervise and evaluate all classified staff directly responsible to him/her and participate in the evaluation of personnel serving in her/her area of responsibility.
25. Supervise preparation and issuance of payroll.
26. Supervise salary schedule development and implementation.
27. Use discretion in all matters not covered by specific Board policy, reporting his/her actions to the Superintendent at the earliest possible time.

Other Duties and Responsibilities:

1. Perform other duties as assigned by the Superintendent.
2. Promote good health and wellness practices.

**QUALIFICATION STANDARDS:**

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and performance.

**EXPERIENCE:**

Minimum five years teaching experience in a public school setting. Principal experience preferred.

**EDUCATION/CREDENTIALS:**

Bachelor's degree, including all courses to meet credential requirements. Teaching credential as established by the state and local governing boards. Appropriate Master's degree and Administrative Services credential.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment; subject to driving to conduct work.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.