



ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

GENERAL RESPONSIBILITIES

The position is responsible for personnel policy development, recruitment, staffing, compensation, employee relations management, certification, training, organizational development, and special programs.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Meet with department heads; give direction; review work; handle complaints from parents or employees; set objectives and advise the School Board, Superintendent of Schools, staff and principals on matters related Human Resources.
- Process grievances, dismissals and licensure revocations.
- Serve as the Superintendent's designee in all grievance hearings below the School Board level.
- Prepare documentation for grievance hearings.
- Confer with the School Board attorney in preparing the Superintendent's case, and prepare all necessary communications.
- Review all recommendations of non-renewal or dismissal of employees.
- Prepare recommendations for the Superintendent including appropriate documentation.
- Confer with attorneys and members of the Education Association as necessary.
- Investigate all cases in which employees have been charged with sexual or physical abuse of children; prepare documentation; recommend appropriate action to the Superintendent.
- Prepare all documentation and communication necessary to request revocation of teaching certificates.
- Attend and prepare for a variety of scheduled meetings.
- Prepare office budget; review all personnel requests from principals and other departments.
- Identify staffing needs; recommend system-wide personnel budget by line item.
- Participate in meetings with Superintendent and staff to finalize system-wide budget recommendations.
- Oversee preparation of compensation plans.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of school division objectives, procedures and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods; excellent oral and written communication skills; ability to work with and through School Board members, administrators, teachers and all support staff; ability to conceptualize, initiate, monitor and evaluate new and/or current programs; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff and associates.

EDUCATION AND EXPERIENCE

Master's Degree in business or public administration with an emphasis on human resources or a related field. Extensive and progressive experience in human resources management. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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