

Qualifications:

- Should hold one of the following:
 - School Administrator's Degree
 - Business Degree
 - Accounting Degree or a degree in a related field

Supervises: Human Resources Personnel

Nature of Work:

The Assistant Superintendent Human Resources is to provide leadership in assuring the accomplishment of the school system's ongoing goals and objectives. Under limited supervision, provides leadership and performs highly responsible personnel administration work to carry out school system policies and procedures relating to staffing, salary administration, technology within the HR department, allotment planning, and site-based budget coordination. Work involves providing oversight for these functions and ensuring that various HR reports and data request are completed as mandated by the BOE, the Superintendent, and/or state and federal agencies. Work further involves providing operations, administrative, and technical support and leadership in overseeing the employment of licensed and non-licensed personnel for all schools and administrative departments. This employee exercises discretionary judgment in the resolution of operational problems and correction of the resulting effects of these. Direct supervision is exercised over the staff in the Human Resources Office.

Knowledge and Skills:

- Considerable knowledge of information processing and networking practices.
- Considerable knowledge of computer operations and capabilities.
- Working knowledge of general human resource management practices.
- Ability to analyze and synthesize data.
- Ability to present complex information in a clear and concise manner.
- Ability to plan, organize and direct work of subordinate personnel.
- Ability to communicate clearly regulations and practices.

Essential Job Functions:

- Communicates with staff and community and in the planning of professional development of self and staff.
- Coordinates, facilitate, manages and supervises activities of staff and reports on the status of services.
- Develop and coordinates personnel policies and procedures and organizes the recruitment and employment of personnel.
- Assists in the preparation of budget and administers budget in accordance with required procedures.
- Develops, for the superintendent and board, short and long term budgets and amendments with concise explanation of needs and reasons for any change.
- Directs the planning, development, coordination, and evaluation of operations of the personnel department including establishing department goals and objectives.
- Recommends to the superintendent the selection and discipline of employees.
- Stays abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjusts plans, policies and procedures accordingly.
- Is well-informed regarding current local, state and federal laws regarding human resources management and development; stays abreast of state and federal public policy changes.
- Assists with personnel issues such as resolving employee conflicts and grievances.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____