



Job Title:	Assistant Superintendent, Human Resource Services	Wage/Hour Status:	Exempt
		No. of Days:	226
Reports To:	Associate Superintendent, Human Resource Services	Pay Grade:	Administrative Pay Grade 9
Dept. /School:	Administration	Date Revised:	4/29/2011

Primary Purpose:

Assists the Associate Superintendent for Human Resource Services in a way that ensures legally sound and effective human resource management practices. Responsible for the development and implementation of personnel programs to include employee staffing, training and communication. Interprets personnel policies and serves as a District hearing officer for grievances related to personnel matters. Oversees the District's leave administration, Job Share program, stipends, job postings and descriptions, Highly Qualified certification, and hiring of campus professional and para-professional personnel.

Qualifications:

Education/Certification:

Master's Degree; Mid-Management Administration Certification or equivalent
Texas Teaching Certification

Special Knowledge/Skills:

Professional Development and Appraisal System (PDAS) Certified Appraiser Working knowledge of the selection, training, and supervision of personnel Knowledge of certification laws, guidelines/requirements, Texas Education Code, and District policies
Willingness to travel

Experience:

Five (5) years successful administrative experience or an equivalent amount of personnel management experience in the private sector

Major Responsibilities and Duties:

Personnel Management:

1. Interview, recommend and authorize employment paperwork for all campus personnel.
2. Work cooperatively with principals and staff to select personnel for instructional assignments.
3. Oversee and coordinate the screening process, interviews and selection of all campus administrators.
4. Counsel employees concerning work-related problems.
5. Provide orientation and annual training for District administrators, new teachers and para-professionals, and secretaries.

6. Keep the Associate Superintendent of Human Resource Services fully informed of the employment status of personnel and any problems relating to or affecting the personnel endeavor.
7. Consult and advise teachers on certification, PDAS appraisals, transfers, and other personnel needs.
8. Assist supervisory personnel in conducting due-process procedures.

Employee Relations:

9. Work cooperatively with campus administrators and area superintendents to define staffing needs.
10. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff members.
11. Foster an effective communication channel with staff, employees, media, community, and Board of Trustees.
12. Develop and implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.
13. Plan, evaluate, and administer equal employment opportunity provisions to ensure compliance with federal and state laws and regulations.
14. Assist processing of Level I employee complaints and grievances. Implement policies associated with such processing.

Compensation/Budget:

15. Assist the preparation and revision of job descriptions.
16. Work with others to compile and report projections of staff and facility needs.
17. Oversee the development and management of federal programs, especially as grants relate to staffing and personnel budgets.
18. Assist in the maintenance of appropriate PEIMS and budget coding of employees.
19. Oversee procedures for administering leaves that effectively implement policies adopted by the Board.

Organizational Improvement:

20. Ensure that personnel operations contribute to the attainment of District goals, objectives and initiatives.
21. Work cooperatively with others to meet personnel needs essential to the success of school employment efforts.
22. Assist in the development and update of the District's staffing plan.
23. Develop and maintain systems for retrieval of information in support of all programs.
24. Assist in the development and implementation of technology programs to support personnel activities.

Professional Growth and Development:

25. Use information and insights provided through assessment instruments, evaluative feedback from supervisors, and professional programs to improve job performance.
26. Remain abreast on current trends as they relate to improvement of personnel functions.
27. Attend workshops and conferences directly related to designated job description.

District/Community Relations:

28. Assist in the articulation of the District's mission to the community and solicit its support in realizing the mission.
29. Demonstrate awareness of District/community needs and assist in initiating activities to meet those identified needs.
30. Attend Board meetings and make presentations to the Board when required.

Supervisory Responsibilities:

Supervise and evaluate the performance of the Coordinator of Federal Programs and Secretary to the Assistant Superintendent of Human Resource Services.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent District-wide 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.