

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Assistant Superintendent (Personnel)

Qualifications:

Credentials: Administrator's and Superintendent Certificates;

Education: Master's degree in Education, Administration, Human Resources, or related field.

Training or Experience Required: 5 years of school administration experience.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use creativity; makes public speeches or presentations or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: Superintendent

Job Goal (Purpose of Position): Performs supervisory/administrative level duties under limited supervision of Superintendent to plan, coordinate, and supervise the operation of the Personnel Services Division in such a way to improve the productivity of all employees; to enhance the morale of the school district personnel; promote the overall

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efficiency of the school system; and maximize the educational opportunities and benefits available to each child.

An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment and problem solving skills; making formal presentations; interpreting policies and procedures based on experience; providing counseling, negotiations, or mediation techniques as appropriate. Must handle effectively complaining or grieving employees, applicants and other users of system. Much of the contact and results must be kept confidential.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals. (H) and contribute to quality of district programs including extracurricular programs; Be involved in personal growth and development.

Essential Job Functions/(PERFORMANCE RESPONSIBILITIES):

1. Oversees and administers the posting, screening, testing, and selection of qualified applicants and employees. Performs the initial recruitment and screening and works with Site Supervisors and other hiring officials in final selection procedures. Makes recommendation to Superintendent of final selection. Oversees hiring and orientation of substitute and temporary employees. Works with the State concerning processing for issuance and renewal of state credentials.
2. Performs classification reviews, prepares and updates job descriptions, job posting, and assists with analysis of proper pay assignment of position using both external and internal factors including labor agreements. Responds to questionnaires, surveys, and studies of pay, benefits and working conditions as it relates to personnel programs.

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3. Recommends all assignments, transfers, dismissals, and promotions using existing policies and procedures.
4. Maintains adequate personnel records including: applicant tracking; a database for qualified applicants; employee records; confidential discipline/grievance/medical/screening records; and other records and reports required by the State and Federal Government. Acts as Custodian of Records and allows for employee review pursuant to district policy.
5. Works with district staff relative to performance appraisal systems. Assists with the development and may conduct in-service training of personnel procedures and regulations.
6. Reviews, revises and updates personnel policies, regulations, and procedures necessary to comply with existing Federal, State and local laws, regulations, and ordinances. Meets with various committees/groups to meet and confer over changes to existing policies and procedures as required.
7. Assists with handling employer/employee complaints, grievances, or any individual complaint which may require by-passing the normal chain of command. Attempts to mediate complaints/grievances where possible or to assist parties in coming up with solutions at the lowest step possible.
8. Oversees the district's policies regarding benefits administration, new employee orientation, and acts as a liaison between employee and third party administrators. Works with parties concerning employee assistance programs and other cost containment/wellness strategies.
9. Works with supervisor, employee, and third party administrators and medical community concerning workers' compensation, light duty policies, job restructuring, backfilling position, outplacement/training, etc. Works with supervisors concerning documentation and tracking unemployment compensation requests.
10. Works with staff, employees, and bargaining representatives in areas of quality circles/problem solving committees relative to improving performance/effectiveness, improving attendance, developing procedures to improve productivity/cost containment, etc.
11. Provides staff support and assistance in negotiations. Assists with administration of the contracts after implementation. Schedules hearings before the Board of Education and complies with requirements of the Board relative to notice, documentation, etc.
12. Works with hiring supervisors to ensure equal opportunity hiring, administration of policies and other benefits for all employees and applicants. Works with hiring

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supervisor on any ADA-job restructuring or reasonable accommodation request or decision. Helps maintain proper documentation concerning any ADA/EEO concern. Provides immediate feedback/update of any EEO concern to supervisory personnel. After notification of supervisor of potential problems related to ADA/EEO/Sexual harassment, etc. in the workplace, proceeds as directed in investigating and disposing of the problem effectively. Works with attorney to handle EEO or other civil rights complaints. Maintains a positive image of fairness and openness relative to EEO concerns and provides staff and supervisors feedback where necessary to comply with State and Federal laws.

13. Attends Board meetings and prepares necessary reports as required. Prepares new policies, regulations and revisions that should be considered by the Board of Education. Represents Superintendent at meetings and events as needed. Works with other administrative staff concerning the team management concept. Serves on various committees and provides necessary input to improve personnel services in the district.

14. Works with outside community and educational groups with job fairs, training and technical assistance. Keeps up to date concerning changes in the profession. Performs comparative analysis of existing programs and how to improve the quality of service and productivity. Responds to news media concerning specific area of responsibility.

15. Supervises other assigned personnel in the Personnel Services Division. Oversees assignment of work, performance, and other requirements. Oversees budget of division.

16. Performs other duties as required.

Supervision exercised: An incumbent supervises a small staff of employees. Has responsibility to recommend hiring/firing; develop training, and to evaluate employees.

Physical/Mental Requirements and Working Conditions:

Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before large audiences.

TERMS OF EMPLOYMENT: Twelve month year (255 days). Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 03-08-93

Revised 02-09-98

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