

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### ASSISTANT SUPERINTENDENT - HUMAN RESOURCE SERVICES

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited education institution.
- (2) Bachelors Degree in Human Resources, Personnel Management, Business, Public Administration from accredited education institution required.
- (3) Ten (10) years of progressively responsible experience in human resources, five (5) of which must have been directing a department.
- (4) Masters Degree may substitute for four (4) years of work experience in human resources.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of public human resources management, including selection practices, affirmative action and equal employment opportunity, public and employee relations, unemployment compensation and trends and issues in the field.

Knowledge of federal, state and local statutes, rules and regulations governing the employment process. Possess skills related to problem-solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

Working knowledge of employment related rules under the Public Employees' Relations Commission, the Federal Justice Department, the Equal Employment Opportunity Commission and the School District.

#### REPORTS TO:

Deputy Superintendent

#### JOB GOAL

To assist the Superintendent in the management of the District's resources, including the recruiting, evaluation, and human resources functions of payroll, personnel records, employee retention and promotion and employee disciplinary action.

To effectively coordinate a collaborative process between management and employees which develops working conditions and compensation that maintains an efficient and effective workforce, interpret and support the administration of employee contracts and maintain and support employee needs of the School District.

**ASSISTANT SUPERINTENDENT - HUMAN RESOURCE SERVICES (Continued)****SUPERVISES:**

Director I – Instructional, Professional,  
 Technical & Administrative  
 Personnel  
 Director II – Risk Management

Chief Negotiator  
 Manager III - Certification  
 Manager III – Educational Support Personnel  
 Coordinator II – EEOC  
 Executive Secretary

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Supervise the recruitment and placement of qualified applicants for all positions requiring certification.
- \* (2) Ensure that principals and other department heads conduct annual performance appraisals on employees under their supervision.
- \* (3) Coordinate the development of instruments used in the performance appraisal of personnel.
- \* (4) Coordinate with the immediate supervisor in providing assistant and staff development for personnel not performing satisfactorily.
- \* (5) Coordinate with the supervisor in proper notification, proper discipline and dismissal procedures for employees who fail to respond to comprehensive support.
- \* (6) Provide for and administer a safe and functional record keeping system on all personnel.
- \* (7) Coordinate all aspects of labor contract administration during the terms of the agreements with employee organizations and interpret the negotiated agreements to members of the staff as appropriate.
- \* (8) Participate in the development of the District budget and administer that part of the budget relating to Human Resources Management.
- \* (9) Attend School Board meetings and prepare such reports for the Board as the Superintendent may direct.
- \* (10) Prepare drafts of needed School Board policies and administrative rules for the Superintendent's review and action.
- \* (11) Direct the operations of the Human Resources functions of the Payroll Department.
- \* (12) Serve as a negotiator in the conduct of negotiations with employee certified bargaining representatives.
- \* (13) Monitor the school system's hiring practices to ensure equal employment opportunities as well as locate and eliminate any deficiency in the area of equal opportunity.
- \* (14) Conduct thorough investigations of any grievance regarding discrimination before taking grievance to a higher level.
- \* (15) Publish and disseminate the Affirmative Action Plan internally and externally and ensure its availability to interested citizens' groups.
- \* (16) Establish and maintain an Affirmative Action file.
- \* (17) Conduct ongoing evaluation and revision of the adopted Affirmative Action Plan and make recommendations for change.
- \* (18) Monitor compliance with Title IX and Florida Equity Act in the District.

**ASSISTANT SUPERINTENDENT - HUMAN RESOURCE SERVICES (Continued)**

- \* (19) Update and implement the Human Resources Management Development Plan.
- \* (20) Cover the needs to fill substitute and temporary positions in the District with qualified personnel.
- \* (21) Serve as primary contact for the school system staff with representatives of employee organizations on questions concerning the interpretation and implementation of policies adopted by the School Board.

**Inter / Intra-Agency Communication and Delivery**

- \* (22) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (23) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (24) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (25) Respond to inquiries or concerns in a timely manner.
- \* (26) Keep the Superintendent informed of potential problems or unusual events.
- \* (27) Disseminate information and current research to appropriate personnel.
- \* (28) Maintain regular liaison with Department of Education officials and other state agencies concerned with employee relations, including the Florida School Board Association, Florida Association of School Administrators and Florida School Labor Relations Service.

**Professional Growth and Improvement**

- \* (29) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (30) Promote and support professional growth for self and others.
- \* (31) Develop annual goals and objectives consistent with an in support of District goals and priorities.
- \* (32) Maintain a network of peer contacts through professional organizations.
- \* (33) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs and legal issues.
- \* (34) Remain current with appropriate rules, laws and regulations.

**Systematic Functions**

- \* (35) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (36) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (37) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (38) Represent, consistently, the District in a positive and professional manner.
- \* (39) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (40) Interpret, to the school system staff and representatives of employee organizations, those policies, regulations and procedures related to collective bargaining.
- \* (41) Administer the employee grievance procedure adopted by the School Board.
- \* (42) Prepare and coordinate with legal staff the conducting of hearings related to employee relations.
- \* (43) Provide inservice and guidance to, appropriate District administrators throughout the grievance procedure.

**ASSISTANT SUPERINTENDENT - HUMAN RESOURCE SERVICES (Continued)**

- \*(44) Represent the Superintendent or assign a designee at levels of the grievance procedure and in arbitrating contract issues.
- \*(45) Assist in developing the District budget.
- \*(46) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.

**Leadership and Strategic Orientation**

- \*(47) Provide leadership and direction for the assigned areas of responsibility.
- \*(48) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- \*(49) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(50) Assist in implementing the District's goals and strategic commitments.
- \*(51) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(52) Provide oversight and direction for cooperative planning with other agencies.
- \*(53) Set high standards and expectations for self and others.
- \*(54) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(55) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(56) Facilitate problem solving by individuals or groups.
- \*(57) Maintain thorough and current knowledge of local, state and federal laws, regulations, proposed legislation and employee relations case law concerned with collective bargaining and employee relations.

**PHYSICAL REQUIREMENTS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 2**

**Date of Board Approval: August 21, 2001**

**Date of Revision: July 17, 2001; October 22, 2002.**

**Date of Revision: March 22, 2004**