

**(SCHOOL DISTRICT)**  
**Position Description – Assistant Superintendent for Human Resources**

**Job Title:** Assistant Superintendent for Human Resources

**Reports To:** Superintendent of Schools

**Job Summary:** To direct and manage the district's human resources functions to ensure legally sound and effective practices. Responsible for administering, directing and coordinating all aspects of Human Resources to include recruitment, hiring, staffing, compensation, benefits, evaluation, discipline, employee contract negotiations, and monitoring federal/state law and affirmative action compliance.

**Minimum Qualifications**

- Master's Degree in Education, Human Resources or a Management-related field from an accredited college or university
- Three years of successful school administrative experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

**Special Knowledge /Skills**

- Excellent communication, public relations and interpersonal skills
- Knowledge of the selection, training and supervision of personnel
- Knowledge of all Federal and State laws governing public school personnel, affirmative action and Title IX
- Monitoring employee compliance to district policies and procedures and negotiated contractual agreements
- Strong ability to problem-solve and apply principles of logical thinking

**Job Functions**

- Works cooperatively with administrative team and principals to coordinate staffing instructional and support positions within budgetary parameters established
- Practices management strategies that promote teamwork and collaborative decision-making among staff members
- Supervises the district application, recruitment and hiring practices
- Responsible for district-wide employee relations, negotiations and agreements, including processing complaints and grievances
- Compiles, maintains and projects report data related to the personnel needs of the district
- Attends cabinet meetings and advises Superintendent
- Consults with legal counsel in all matters related to the district's human resources to ensure compliance with contractual, state and federal requirements and laws
- Serves as chief negotiator for employee contracts, acting as liaison with administration and employee associations

**Terms of Employment:** Salary range negotiable dependent on experience, work year, and fringe benefits as established by the Board.

**The Application**

- A complete application for this position should include:
  - Personal letter of interest
  - Personally prepared resume
  - Names and phone numbers of three to four people who may be contacted for personal reference

**Deadline for Application**

**All materials should be received by: (Date)**

**Send material to:**

(Designated Personnel), (Title)  
(School District)  
(Street Address)  
(City, State, Zip Code)