

Position Description – Assistant Superintendent for Personnel

Position Title: Assistant Superintendent for Personnel
Department: Personnel (includes Human Resources, Labor Relations, Payroll and Employee Benefits)
Reports to: Superintendent

Summary:

Responsible for personnel functions including staffing, hiring, counseling, disciplining, policy administration and record keeping for all certified and non-certified staff. Plans, coordinates, and supervises the operations of the Personnel Office. Responsible for performance reviews, the negotiation of collective bargaining agreements, hearing and recording of employee grievances and contract interpretation. Serve as in-house legal counsel. Supervises the Executive Manager of Human Resources and Payroll, and the Director of Recreation and Community Service. The Personnel Department is also responsible for payroll, benefits, and administration, including the district's self-insured health insurances, short-term disability, and worker's disability compensation.

Essential Duties & Responsibilities:

Staff Recruitment and Screening and Evaluation:

1. Responsible for recruiting, screening, and placing all administrative, instructional, and support staff including substitute staff.
2. Establish, participate, and direct interviewing committees for hiring principals, associate principals, and other administrative staff.
3. Interview all teaching and administrative staff as part of hiring process.
4. Assure that instruction (and other) staff members are properly certified.
5. Responsible for reference, unprofessional conduct, and criminal background checks for all staff, including implementing the new fingerprinting requirements effective (Month, Year).
6. Recommend all assignments, transfers, promotions, leaves of absence, salary level, and tenure placement; approve employee leave day requests.
7. Conduct meetings with K-12 and Special Education staff to discuss and recommend staff for tenure and/or regular (non-probationary) status; recognize teachers recommended for tenure at Board meetings.
8. Responsible for annual new employee orientation, substitute teacher and support staff in-service training.
9. Responsible for the hiring of summer school and summer student staff.
10. Inform new employees about district requirements and employee benefits.
11. Coordinate the teacher performance evaluations. This responsibility includes scheduling due dates, timely notification of those scheduled for evaluation, and advising administrators of legal requirements for the evaluation of probationary and tenured teachers.
12. Assist administrators with evaluations and plans of assistance/support for district employees.
13. Responsible for the discipline and discharge of staff and job performance counseling for both regular and substitute staff. Handle termination meetings/hearings for all employee dismissals.
14. Advise supervisors about matters involving discipline, job performance, employee duties and assignments.

Wage and Salary Administration:

1. Establish competitive salary rates for non-bargaining unit staff, substitute staff, and Recreation staff.
2. Ensure that salary rates are communicated to affected staff and administrators; present any recommended changes to the Board of Education for approval.
3. Authorize salary and wage levels for staff members.

4. Supervise the Executive Manager of Human Resources and Payroll, who monitors salary accounts and ensures accurate payment to staff, administers employee benefits, disability, and worker's disability compensation and the Return to Work Program (for employees eligible for worker's disability compensation).

Personnel File Maintenance:

Responsible for the maintenance of the official personnel files. Establish and maintain files in conformance with state and federal law (Bullard Plawecki Employee Right to Know Act, Americans with Disabilities, Act, HIPAA, and other applicable laws).

Testify as the "keeper of the records" in applicable legal proceedings.

Negotiation of Collective Bargaining Agreements and Contract Maintenance:

1. Chief spokesperson for the District for negotiating the following collective bargaining agreements:
 - (School District) Education Association /MEA): teachers, psychologists, social workers, occupational therapists, speech therapists, physical therapists, and counselors.
 - American Federation of State, Municipal, and County Employees (AFSCME): custodians, transportation, food service, maintenance, skilled trades.
 - Interpreters for Deaf & Hard of Hearing Program.
 - Instructional Assistants (MEA): Instructional Aides.
 - Office Personnel (MEA).
 - Para-educators (MEA).
 - Administrative Council: Principals, associate principals, farm manager, nature center manager, supervisors of special education center programs.
 - Also serve as chief negotiator for Board of Education and the 12 consortium districts for the International Academy Letter of Understanding.
2. Recommends wage and benefit levels for the following unaffiliated staff: technicians, latchkey, preschool, EDK, recreation, assistant superintendents, directors, managers, and coordinators.
3. Work with the Executive Manager for Human Resources and Payroll to prepare, collect, and compile statistical and other pertinent data for effective collective bargaining, and to analyze and monitor existing benefit and personnel policies of the District and prevailing practices among similar districts to establish competitive and comparative programs.
4. Review contract concerns with district staff and prepare negotiations proposals.
5. Coordinate all aspects of contract administration during the terms of the various contracts with employee unions or organization.
6. Consult and advise administrators and supervisors on contract interpretation and administration.

Grievance Hearings:

1. Administer the grievance procedures in the collective bargaining agreements and serve as the last step in the process before arbitration is requested.
2. Represent the district at arbitration and other employee-related hearings.

Inside Legal Counsel:

1. Monitor all litigation and provide in-house legal counsel and services to the school district for employment and school-related matters.
2. Receive and respond to subpoenas for employee records, respond to all Freedom of Information Act requests, and on behalf of (School District), respond to employee and other complaints filed with the Equal Employment Opportunity Commission (EEOC), the Michigan Department of Civil Rights (MDCR), the Michigan Unemployment Agency, and the Office of Civil Rights (OCR).
3. Serve as the district's Title IX coordinator.

4. Provide day-to-day legal advice to district administrators and employees on issues such as employee and student records, student discipline, tenure laws, custody/divorce matters that affect relationships with parents, etc.
5. Interface with the police departments regarding student and staff matters; direct internal investigations.
6. Implement and apply applicable laws relating to the Family & Medical Leave Act, the Americans with Disabilities Act, and Worker's Disability Compensation.
7. Respond to all Freedom of Information Act requests.
8. Remain current on employment law, teacher tenure law, and applicable school law.
9. Update "Administration of Medication" policy and provide training to staff as needed.

Other:

1. Responsible for the Recreation and Community Services Department.
2. Member of the Superintendent's Cabinet.
3. Serve as administrative liaison to the Board of Education Policy Committee; responsible for recommending and bringing new and revised policies to the Board of Education for approval.
4. Implement all applicable changes in legal and administrative requirements that impact the Personnel Department.
5. Provide employee counseling.
6. Administer legal research reports required by the District, Federal, State, and outside agencies.
7. Responsible for the Aspiring Principals Academy (new 2005).
8. Conducts the Bloodborne Pathogens training program for all district employees.
9. Participate in and direct special projects.
10. Implement the Drug & Alcohol testing requirements for "safety-sensitive" employees.
11. Responsible for and act as "master of ceremonies" for the annual retirement recognition event for staff.
12. Attend all Board of Education meetings, Superintendent Dialogues with the community and Parent Teacher Organization committee meetings; make presentations as appropriate.
13. Other duties as assigned.

Supervisory Responsibilities:

1. Directly supervises (Number of Employees) (Number of FTE) employees in the personnel department, including the Executive Manager for Payroll and Human Resources.
2. Responsible for all employees in the Personnel department, including the five (5) employees directly supervised by the Executive Manager for Human Resources and Payroll.
3. Supervises the Director of the Recreation and Community Services and oversees the Recreation and Community Services Department.
4. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
5. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Master's degree (M.A.) or equivalent; four to ten years of related experience and/or training; or equivalent combination of education and experience required. Law degree preferred.

Knowledge of the Public Employment Relations Act (PERA), the Michigan Employment Relations Commission (MERC), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Worker's Disability Compensation, unemployment compensation, and employment and school laws as required.

Certificates, Licenses, Registrations:

License to practice law in the state of Michigan is preferred.

Language Skills:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Extended hours and multiple demands from several people are frequently required of the employee.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.