

Chippewa Valley Schools

Assistant Superintendent of Human Resources (3744)

JOB POSTING

Job Details

Posting ID

3744

Title

Assistant Superintendent of Human Resources

Description

REPORTS TO: Superintendent
SCHEDULE: 12 Month Position

QUALIFICATIONS:

- Master's Degree in Labor Relations, Education Leadership or legal field, required
- 3-5 years of Labor Relations and Human Resources preferred
- Demonstrated knowledge of Human Resource issues including teacher recruitment and selection, grievance processing, labor laws, employee assistance programs, and the Freedom of Information Act
- Ability to work cooperatively with the Board of Education, staff, students and community
- Documented experience in the negotiation and administration of collective bargaining agreements, handling employee discipline and termination hearings, with successful administrative experience preferred

RESPONSIBILITIES:

- Creates and directs the planning, development, coordination, execution and evaluation of operations of the HR Department including establishing department goals and objectives
- Oversees the employment functions relating to recruitment, screening, interviewing, staffing, and employee evaluation
- Process grievances and discriminations including preparing documentation to support possible legal actions
- Serves as Chief negotiating Officer for all collective bargaining groups as well as other non-unionized employee groups
- Administers existing collective bargaining agreements, laws, policies and procedures
- Counsels and administers supervisors and employees on HR policies, discipline, grievance and arbitration procedures
- Serves as Civil Rights Compliance Officer and handles and investigates inquiries regarding the non-discrimination policies of the district in accordance with the law; addresses other employee complaints including harassment, abuse, and other employment issues
- Plan, conducts investigations, and handling of all employee discipline, grievance, and arbitration procedures
- Work with outside counsel to plan, organize, and represent the District
- Advises and consults at regular meetings with BOE, Superintendent and/or other cabinet members on a variety of Human Resource issues
- Act as conduit for Freedom of Information Act requests and responses
- Review the budgeting needs of the HR office and participate in meetings to finalize districtwide budget recommendations

- Assure that instructional and professional staff members are properly certified and or licensed
- Authorize salaries and/or wages and prepare and monitor salary accounts
- Maintains direct contact with State Departments regarding certification requirements for teachers. Acts as district consultant and implement procedures for certification and highly qualified
- Participates with county and state organizations in staying abreast of human resources initiative, practices, and other district related issues
- Performs other duties and assumes such other responsibilities as may be assigned by the Superintendent
- Ability to read, write, and communicate effectively in English to perform essential job duties, including but not limited to understanding and following safety instructions, responding appropriately to emergency situations, completing documentation, and interacting with English-speaking staff, students, community and supervisors, required.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$151,729.00 to \$193,232.00
<i>Salary Code</i>	Based on degree and related experience	<i>Position Type</i>	Central Office Administrative
<i>External Job Application</i>	Administrative	<i>Internal Job Application</i>	Internal
<i>Job Specific Questionnaire</i>	--		
<i>Location</i>	Human Resources	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

SchoolSpring

<i>Job Categories</i>	Administration: Facilities
<i>Job Type</i>	Full-time
<i>Grade Level(s)</i>	Not applicable
<i>Degree Preferred</i>	Not applicable ("Degree Preferred" will not appear on job posting)
<i>Experience Preferred</i>	--
<i>Work Eligibility</i>	Not required to apply
<i>Employment Start Date</i>	Start Immediately

Job Application Timeframes

<i>Internal Start Date</i>	05/13/2026	<i>General Start Date</i>	05/13/2026
<i>Internal End Date</i>	05/22/2026	<i>General End Date</i>	05/22/2026

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

Automatically Send Reference Check **No**

Reference Check Form