OKEMOS PUBLIC SCHOOLS

Notice of Vacancy

Please Post
(Internal/External Posting)

TO: Interested Candidates
DATE: February 25, 2020

The following position is available beginning July 1, 2020:

**Assistant Superintendent of Human Resources**

*Responsible for personnel functions including staffing, hiring, counseling, policy administration and record keeping for all certified and non-certified staff. Plans, coordinates and supervises the operations of the human resource office. Participates in labor relations, benefits administration and special projects as requested.*

Qualifications:

- Minimum of 3 years of Human Resource Experience Preferred.
- Experience in Public Education Required.
- Building Level Administration & Teaching Experience Preferred
- Master’s Degree in Education Administration, Labor and Industrial Relations, Personnel Administration or Related Field Required; Specialists or Doctorate Degree Preferred

Responsibilities Include But Are Not Limited To:

- Recruits, screens and recommends employment of applicants.
- Coordinates employee performance evaluation programs; recommends new or revised employee relations policies and procedures.
- Authorizes salaries and/or wages and prepares and monitors salary accounts.
- Administers provisions of collective bargaining agreements and/or district procedures dealing with staffing, transfers, discipline, leaves, resignations, retirement, benefits, vacations, absences and supplemental pay.
- Prepares legal research reports required by the District, Federal, State and outside agencies.
- Serves as the district homeless liaison to ensure compliance with the McKinney-Vento Homeless Education Assistance Act.
- Provides leadership for Community Education staff, (Childcare, Facilities, and Recreation/Enrichment).
- Represents the Board in negotiating all collective bargaining agreements.
- Supervise and provide leadership for secondary school programs and administration.

Reports to: Superintendent
Location: Administration Building
Salary: $120,000-$122,000

Applications accepted through Applitrak by 4:00 p.m. on Friday, March 20, 2020

*Full job description available in the Human Resources Office*