



## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Superintendent, Human Resources  
**REPORTS TO:** Superintendent  
**UNIT CLASSIFICATION:** Non-Unit

### **PRIMARY PURPOSE**

The Assistant Superintendent of Human Resources serves as an advisor to the Superintendent and district management on human resources leadership and management issues.

### **ESSENTIAL FUNCTIONS**

1. Plan, direct, and manage human resources functions including recruitment, selection, training, compensation, classification, employee records, contract negotiation, state and federal compliance, personnel budgeting and staffing, government reporting substitute services, and budget.
2. Conduct/direct investigation of employee complaints/grievances, employee discipline, and discrimination.
3. Represent the District in the investigation and resolution of compliance issues and contractual disputes.
4. Serve as Title IX Coordinator.
5. Conduct/direct investigations of issues related to legal matters and conflict resolutions in the area of citizen complaints.
6. Research, prepare, and analyze reports for Board of Directors at the request of the Superintendent; provide employment information for Board of Directors at the request of the Superintendent.
7. Responsible for compliance with state and federal employment laws and regulations, board policies, collect bargaining agreements; supervises preparation of personnel and governmental reports; develops and recommends personnel policies and procedures to the Board of Directors.
8. Collaborate with the Department of Learning and Teaching and Finance and Support Services department to develop district and building staffing plans using enrollment projections; oversee coordination and management of position control functions to align staffing with budget allocations.
9. Serve as a resource, mentor, and trainer to district administrators and managers regarding supervisory functions (observations, evaluations), contract administration, grievance resolution, employee discipline, harassment and discrimination; may serve as Superintendent's designee in grievance hearings.
10. Articulate a vision for the Human Resources department; craft and support the vision with short and long-term plans; influence, establish, and sustain a department culture conducive to continuous improvement and service to staff; supervise, mentor, and evaluate Human Resources staff; provide ongoing staff development and training for department staff.

11. Understand, promote, and support the continuous review and improvement of operations and services within the department and throughout the district.
12. Represent District and Human Resources on district committees and at community functions.
13. Identified other responsibilities which contribute to high-quality learning for all students and staff; prescribe, perform, and consult as necessary to achieve success for all concerned.

The list of essential functions in this job description is not exhaustive and may be supplemented as necessary by determination of the appropriate administrator and Human Resources department.

## **QUALIFICATIONS**

1. Master's Degree in Human Resources, public administration, education, or related field.
2. Five years of increasing responsibility in human resources and labor relations in an educational environment (or related environment), including: collective bargaining, classification and compensation, supervision of assigned staff, management of organizational human resource systems, and diverse functions; or equivalent combination of education, training and experience.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated ability to effectively plan, schedule, and utilize resources and take timely action.
- Demonstrated ability to reach logical conclusions and make high-quality decisions involving others appropriately in decision making, related particularly to budget and staffing.
- Demonstrated ability to establish effective working relationships and interact successfully with all school district staff, patrons and labor representatives.
- Demonstrated ability to perceive the needs and concerns of others; assist in resolving conflicts, motivating others, and experience designing programs to assist others in meeting professional and organizational goals.
- Demonstrated experience in developing and implementing successful strategies for securing and maintaining a well-qualified and diverse employee workforce.
- Demonstrated experience with collective bargaining processes, achieving constructive labor-management relations and effective administration of employee contracts with a variety of employee groups.
- Demonstrated experience and skills with current Human Resources technology, including ability to use computer technologies in planning, budgeting, staffing, scheduling, and other management activities; demonstrated mathematical and analytical skills.
- Demonstrated knowledge of and experience with applicable personnel laws and regulations, knowledge of current issues and trends in education and personnel management.
- Demonstrated experience with employee discipline investigations and legal issues pertaining to personnel functions.

## **WORKING RELATIONSHIPS**

Reports to the Superintendent. Supervises Executive Director(s) of Human Resources. Interacts regularly with district and school administrators and district and building support staff. Connects with individuals outside of the district including frequent contact with PSESD and OSPI officials, Human Resources officials from other school districts, and legal counsel. Maintains professional development through appropriate professional associations.

### **WORKING CONDITIONS**

The daily work is performed in an office setting and at various sites within the district. The job incumbent is often required to be exposed to computer display terminal for prolonged period; work long hours beyond the normal work day; and meet externally imposed and inflexible deadlines. The incumbent is sometimes required to attend evening meetings or activities; sit for prolonged periods and deal with distraught, angry, or hostile individuals.

### **FAIR LABOR STANDARDS ACT**

Exempt

### **EVALUATION**

Evaluation responsibilities are assigned to the Superintendent.