

Scottsdale USD 48

Assistant Superintendent of Human Resource Services - MDA (33996)

JOB POSTING

Job Details

Posting ID 33996

Title Assistant Superintendent of Human Resource Services - MDA

Description PAY GRADE: Board Set

FLSA STATUS: Exempt

POSITION OBJECTIVE:

The job of Assistant Superintendent of Human Resource Services is done for the purpose of advising certificated and classified employees, unit school administrators, central office administrators, Assistant Superintendents, and the Superintendent as appropriate on personnel matters. This position also is done for the purpose of developing, implementing and maintaining all areas of specialized services including special education, supplemental programs, psychological services, counseling services and health services.

This position reports to the Superintendent.

DUTIES & RESPONSIBILITIES:

The Assistant Superintendent of Human Resource Services serves as a member of the Superintendent's Cabinet, and is the administrative officer for all personnel matters. He/she plans, coordinates, directs and supervises a comprehensive human resource program for the District; advises the Superintendent on personnel matters; implements all personnel policies and procedures; and represents the District in labor relations.

The Assistant Superintendent of Human Resource Services is responsible for formal recruitment, the selection assignment and evaluation process, termination process, coordination of grievances, and providing appropriate recommendations in the areas of wage, salary, and benefit administration.

The Assistant Superintendent of Human Resource Services provides statistical data as appropriate in order to assure quality decision making on the part of the Superintendent and Cabinet regarding personnel matters, and assures the implementation of equal employment opportunity policies.

- Serves as member of the Superintendent's Cabinet.
- Plans and directs a program for selection and assignment of the best qualified personnel.
- Interviews or directs the interviewing, investigation of references, criminal background checks, and evaluation of all applicants to the school district.
- Recommends as board agenda items all assignments, transfers, dismissals and promotions.
- Certifies classifications and salaries.
- Administers provisions of applicable state law and District policy.
- Advocates, promotes, and secures the rights of all employees of the school district.
- Develops and maintains a system of personnel records for all employees to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to certification, employment, transfer, tenure, retirement, leave, promotion, benefits, severance, and retention.
- Organizes a core of substitute staff and assigns them to schools as needed.
- Reports periodically to the Superintendent, as appropriate, on problems, conditions, and needs of the Human Resources Department.
- Prepares and distributes recruiting materials.
- Confers with principals and other supervisors to determine needs for employees in various classifications.
- Councils and advises applicants, probationary, and permanent personnel.
- Provides necessary processing for issuance and renewal of state credentials
- Recommends revision of personnel management policies in accordance with Federal, State, and local mandates, and maintains personnel policy handbooks.
- Responds to questionnaires and surveys as appropriate.
- Clarifies personnel matters not clearly covered by regulation, policy, or legislation.

- Supports the Superintendent in his/her overall administrative effort, interprets his/her ideas and decisions regarding personnel matters to the staff and public, and keeps him/her informed of pertinent personnel department developments and events.
- Administers wage and salary plans, maintains classification plans through participation in research and analysis of wage and salary data, and makes recommendations for adjustments in pay grades.
- Facilitates adjudication of grievances and arbitration cases as directed by the Superintendent.
- Maintains a close working relationship with the State Department of Education, regional offices of the Office of Civil Rights, and community agencies.
- Works with employees to resolve complaints and other matters related to personnel management when requested to do so by the employee directly concerned.
- Works with employees on sensitive personnel matters when requested.
- Prepares periodic and annual reports as appropriate.
- Supervises and evaluates the Director(s) of Human Resources.
- Is the designated District contact to the District's legal counsel regarding personnel matters.
- Assists the Superintendent and Legal Counsel with all grievance and personnel lawsuits.
- Performs other duties as determined by the Superintendent.

EDUCATION, EXPERIENCE & SKILLS:

Education:

- Master's Degree in Administration (Doctorate preferred)
- Arizona Certification in Administration (Superintendent)
- Preparation in human resources management, including classified and certificated personnel
- Preparation in labor relations

Experience:

- Three years of experience as an elementary, secondary, or central office administrator

Skills:

Must possess knowledge of applicable Arizona and Federal laws, rules and regulations, including Arizona Revised Statutes, USFR, and Federal Laws and Rules and Regulations dealing with human equity and labor management. Must have demonstrated skills in planning, organizing, human relations, research, and communication.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time.

Incumbents may be subjected to moving mechanical parts, odors, chemicals, extreme temperatures, inadequate lighting, workspace restrictions, and intense noises.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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| <i>Shift Type</i> | Full-Time | <i>Salary Range</i> | board set |
| <i>Salary Code</i> | Per Year | <i>Job Category</i> | Administrator |
| <i>External Job Application</i> | Administrative | <i>Internal Job Application</i> | Administrative |
| <i>Location</i> | Mohave District Annex | <i>Posting Status</i> | Active |
| <i>Minimum Qualifications Screening</i> | Master's Degree | | |

Job Application Timeframes

Internal Start Date **05/23/2018**
Internal End Date **06/06/2018**

General Start Date **05/23/2018**
General End Date **06/06/2018**

Job Pools

| <i>Pool Name</i> | <i>Quantity</i> | <i>Requisition ID</i> | <i>Requisition Title</i> |
|------------------|-----------------|-----------------------|--|
| Default | 1 | 4585 | Assistant Superintendent of Human Resource Services |

Alternate Job Contact

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| <i>Name</i> | Sondra Como | <i>Title</i> | Executive Admin Coord |
| <i>Location</i> | Mohave District Annex | <i>Phone</i> | |
| <i>Email</i> | scomo@susd.org | | |

References

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|---|------------|-----------------------------|------------------------------|
| <i>Automatically Send Reference Check</i> | Yes | <i>Reference Check Form</i> | Administrative Survey |
|---|------------|-----------------------------|------------------------------|