

NATIONAL SCHOOL DISTRICT

Job Description

TITLE: ASSISTANT SUPERINTENDENT-HUMAN RESOURCES

PRIMARY RESPONSIBILITY:

Plans and directs all aspects of the operation of the Human Resources Division.

DIRECTLY RESPONSIBLE TO: District Superintendent

PERSONNEL DIRECTLY RESPONSIBLE TO THE ASSISTANT SUPERINTENDENT-HUMAN RESOURCES:

1. Administrative Secretary—Human Resources
2. Switchboard Operator/Receptionist
3. Human Resources Assistant
4. Secretary II (half-time)
5. Transportation Assistant (pending Board approval of Transportation Study)

ASSIGNED RESPONSIBILITIES:

1. Develops recruitment strategies and plans for the District.
2. Determines correct salary placement and administers salary advancement program for classified and certificated positions.
3. Counsels employees and job applicants on related aspects of the District's program of personnel administration.
4. Prepares and presents orientation information for all new employees.
5. Recruits, interviews, tests, and recommends employment and assignment of certificated and classified personnel to the District Superintendent.
6. Coordinates employee terminations, resignations, and retirements.
7. Responsible for the administration of all employee layoffs.
8. Administers negotiated grievance procedures, investigates employee complaints, and recommends corrective action.
9. Coordinates leaves and transfers.
10. Coordinates recognition program for all employees.
11. Monitors the evaluation process of all employees compatible with negotiated agreements and Board Policies.
12. Assists in the management and interpretation of collective bargaining agreements.
13. Serves as the Board's representative in collective bargaining matters with classified and certificated employee unions.
14. Responsible for maintaining position control system.
15. Maintains personnel records and provides data as required for other agencies.

16. Administers the District substitute program, including recruitment, selection, assignment, evaluation, and dismissal.
17. Recommends policy additions/changes in the personnel area to the District Superintendent.
18. Assists the District Superintendent in determining staffing needs of the District.
19. Serves as a member of the Superintendent's Cabinet.
20. Consults with other Management Team members concerning personnel needs.
21. Oversees implementation of student transportation program.
22. Coordinates District Professional Growth Program for classified employees.
23. Supervises placement/transfer of new students.
24. Administers student teacher program.
25. Serves as District Title IX officer.
26. Performs other duties as assigned by the District Superintendent.