

Job Description

Title: Assistant Superintendent for Personnel

Reports To: Superintendent

Supervises: Assigned staff members

Evaluation: Superintendent

Job Summary:

The Assistant Superintendent for Personnel is directly responsible for the employment of certificated and classified personnel and the development and integration of personnel policies into the total educational program.

Qualifications:

Masters degree with appropriate Kansas Administrative licensure.

Performance Responsibilities:

1. Coordinates the activities of the Personnel Services Division with other divisions of the school district.
2. Provides leadership to ensure proper employee welfare and assist in the establishment of desirable fringe benefits for employees.
3. Develops and strives to improve conditions for employment pertaining to all certificated and classified personnel.
4. Works cooperatively with various organizations concerned with employment issues.
5. Prepares recommendations for appointment for the superintendent and overall responsibility for the issuing of contracts or working agreements to certificated and classified personnel.
6. Assists in the conduct of procedures to orient all new employees.
7. Provides information and support to certificated employees requiring matters of certification and re-certification.
8. Oversees Workers Compensation filing procedures and leads Safety Committee.
9. Assumes overall responsibility for personnel records and reports as well as job listings, analyses, descriptions, classifications, qualifications, and ratings.
10. Complete changes of employment status, such as promotions, transfers, suspensions, demotions, and dismissals.
11. Oversees procedures regarding unemployment insurance claims.
12. Assumes responsibility for processing all certificated and classified grievances for proper administration and board review.
13. Assumes overall responsibility for developing the school calendar.
14. Assumes responsibility for acquiring and securing certificated and classified employee evaluations.
15. Assumes overall responsibility for compiling and managing the budget for Personnel Services Division.
16. Assists administrators in matters relating to all personnel issues.

17. Work with principals and other district leaders to recruit, hire and retain qualified certificated and classified personnel.
18. Provides effective leadership in implementing the school district's commitment to full compliance with civil rights legislation, rules, and regulations.
19. Responsible for all procedures regarding substitute teachers.
20. Assumes all responsibility for drug/alcohol testing and criminal background checks.
21. Oversees and supervises school district nursing services.
22. Supervise and evaluate the performance of assigned staff in accordance with assigned special duties, monitoring attendance and travel reports, and granting leave.
23. Participate in board of education meetings.
24. Comply with all district rules, regulations and policies.
25. Other duties as assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.