

ASSISTANT SUPERINTENDENT – PERSONNEL SERVICES

JD LOCATOR: 2.01.1

Adopted: _____
Revised: 9/01, 7/09

REPORTS TO:	Superintendent
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certificated staff.

JOB SUMMARY

To assist the superintendent by overseeing the full operation of personnel activities, such as employment, employee relations and employee appraisals. Additionally by providing leadership in developing, achieving and maintaining the best possible educational programs and services.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Attends Board meetings and prepares such reports for the Board as the superintendent may request.
2. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
3. Reports on the status of district programs including career ladder, and the volunteer program.
4. Prepares drafts of needed Board policies and administrative rules for the superintendent's review and action.
5. Supports the Superintendent in all areas of administrative decision-making and works toward achieving those decisions.
6. Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.
7. Communicates to the superintendent the requirements and needs of the district as perceived by staff members.
8. Prepares state reports and claims as required.
9. Establishes and maintains appropriate personnel records for all staff members.
10. Keeps abreast of governmental statutes, regulations, and rules relating to personnel administration, and advises interested parties of the provisions of the law.
11. Draws up job descriptions for new staff positions and coordinates the periodic review and revision of existing job descriptions.
12. Develops and maintains personnel handbooks for classified and certified employees.
13. Counsels with any employee who is referred by his superior and/or who voluntarily requests an appointment.
14. Monitors assigned programs and related financial activity for the purpose of ensuring that performance objectives are met, allocations are accurate, revenues and expenses are within budget and/or operational practices are followed.
15. Administers an evaluation program for all professional personnel designed to achieve quality control in programs and services.
16. Prepares recommendations for staffing needs, and evaluations systems.
17. Informs the Board of Education and superintendent of the employment, placement, transfer, leave of absence, retirement, and termination of all personnel.
18. Communicates with principals about building allocations, personnel needs, building concerns and transfers.

19. Investigates allegations of misconduct involving district employees to include equal employment opportunity complaints, child abuse investigations, and all grievances filed by employees.
20. Plays a significant leadership role in building staff morale throughout the district.
21. Maintains working relationship and liaison with the school district's attorney, other legal authorities, and law enforcement authorities.
22. Provides mandated training to district personnel.
23. Ensures that all certification requirements are met on all professional employees.
24. Performs reference and background checks on applicants.
25. Plans and directs a program for selection and assignment of best-qualified teachers and personnel.
26. Makes recommendations regarding the selection of personnel of the district.
27. Keeps records of personnel transactions such as hires, promotions, transfers, appraisals, and terminations.
28. Cooperates with colleges and universities and career guidance offices regarding applicants and student teachers.
29. Investigates and responds to unemployment claims.
30. Coordinates the certificated and classified "substitute" program.

SUPERVISORY RESPONSIBILITIES

Building Administrators, Community Resource Coordinator, Personnel Services Office Staff, and other staff members as the superintendent may designate.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Specialists' Degree; Doctorate preferred.
2. Appropriate Missouri Administrative Certification.
3. Minimum of five years of classroom teaching.
4. Three years experience in public and educational administration.
5. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
6. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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