



2100.08: ASSOCIATE SUPERINTENDENT OF HUMAN RESOURCES

Reports to: Superintendent of Schools

General Summary: Directs the planning, implementation and evaluation of the human resources program to ensure that it effectively supports the development and implementation of the educational programs and services of the District, including: recruiting, hiring, compensating, retaining, supervising, evaluating, and dismissing district employees.

Essential Functions:

1. Plans and administers an efficient modern system of recruiting, hiring, compensating, retaining, supervising, evaluating, and dismissing district employees. (30%)
2. Supervises the Director of Personnel, the Director of Employee Relations, the Director of Student Services, Transportation Manager, and the HR Recruiter. (10%)
3. Assists with the implementation of the New Administrator Induction Program and Leadership Academy. (5%)
4. Supervises, assists, and evaluates the work of principals and other administrative staff as directed by the Superintendent. (10%)
5. Prepares and administers of the District's human resources budget. (5%)
6. Communicates to the Superintendent the human resource requirements and needs of the District. Maintains contact with all departments and schools in planning and anticipating personnel needs of the school program. (10%)
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Develops, administers and interprets board policies related to the human resources function. (10%)

8. Assists the Superintendent in directing the administration and coordination of the District's program. (5%)
9. Keeps informed of and interprets all court decisions, regulations, statutes, rules and policies affecting his/her division. (5%)
10. Attends all School Board, Executive Committee and Cabinet Meetings and prepares such reports for the Board as the Superintendent may request. (5%)
11. Assumes other responsibilities as assigned by the Superintendent. (5%)

Qualifications:

1. Education Level: A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A six-year specialist degree in educational administration or the accepted equivalent is required.
2. Certification or Licensure: Appropriate Nebraska Administrative certificate.
3. Experience desired: Five years of successful experience in personnel administration; three years preferred.
4. Other requirements: Experience, maturity and leadership abilities in appropriate facets of school administration; the ability to select, supervise and evaluate the work of others, and the ability to evaluate and manage the personnel function of the school district.

Special Requirements:

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing	x		
2. Walking		x	
3. Sitting		x	
4. Lifting <u>20</u> lb max	x		
5. Carrying <u>25</u> feet	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling	x		
9. Reaching / Handling	x		
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

Date of Adoption

May 20, 1996

Date of Revision

September 21, 1998

July 12, 1999

June 5, 2000

November 1, 2004

June 6, 2005

November 6, 2006

January 19, 2008

July 11, 2011

April 21, 2014

April 17, 2017