

**Roswell Independent School District
Job Description**

Job Title: ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES

Reports To: SUPERINTENDENT

General Job Description:

Administers a program of personnel services which will secure and maintain the best qualified personnel available. Coordinates personnel services and renders assistance to the various administrative and supervisory offices. The Assistant Superintendent for Human Resources will have the overall responsibility for all personnel matters including the most current State and District mandated evaluation systems for teacher evaluations to include all forms as required by NMPED and District.

Essential Duties and Responsibilities:

1. Develops, recommends, and administers the school system's personnel administration program for licensed and support employees.
2. Develops and coordinates programs for evaluating employee performance. Works with the Assistant Superintendent for Instruction overseeing the remediation and growth-plan programs.
3. Knows State laws, court decisions and other litigation relevant to personnel.
4. Serves as the District's chief adviser in the interpretation of District policies related to personnel.
5. Consults with other employees to assure their understanding of, and compliance with, adopted personnel employee policies.
6. Places employees on the salary schedule by analyzing their experience and preparation.
7. Maintains personnel records which are required by State, Federal, District laws and policies.
8. Manages all leave requests, and assists in the transfer of personnel.
9. Provides monitoring and consultant services to other District administrators in terms of implementing employee growth plans and/or dealing with termination procedures.
10. Implements the Federal wage and hour laws as they apply to compensation of District employees.
11. Conducts personnel hearings or represents the District in such hearings, e.g., dismissal reviews, non-renewal of employment, and grievances.
12. Prepares the job description upon creation of a new position and provides periodic review of existing job descriptions.
13. Processes retirements, resignations, and terminations of licensed employees, including notifying employees of actions taken.
14. Supervises recruitment, employment, and assignment of substitute teachers.
15. Cooperates with the Instructional Division in staffing, projections, and assignments of teachers.
16. Verifies employment of individuals for purposes of establishing credit or securing employment elsewhere.
17. Embrace and encourages the acceptance of diversity.
18. Demonstrate and understanding of the dynamics of the educational organization.
19. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
20. Use supervision, staff development and performance evaluation to improve the educational program.
21. Maintain a familiarity with current educational issues through a process of ongoing personal development.
22. Comply with all School Board policies and administrative regulations.
23. Work cooperatively with principals and department heads in all pertinent personnel functions in both certified/licensed and non-certified/licensed areas.
24. Be responsible for the development and supervision of employee contracts and employment letters.
25. Maintain a file on each employee. The personnel record of the school system will comply with all state and federal regulations.
26. Maintain district employee files for retired and exited employees.
27. Follow, maintain, and update all Board of Education policies.
28. Serve as Grievance Compliance officer for the American with Disabilities Act.
29. Work with the Superintendent and Board of Education in all matters concerning Collective Bargaining.
30. Comply with Title IX, New Mexico Equity Act, and all employment regulations.
31. Assist in interviewing administrative positions and others as appropriate.
32. Serve as coordinator of internal investigations.

ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES (CONT'D)

- 33. Deal with information that is confidential regarding personnel and labor relations issues.
- 34. Performs additional duties and responsibilities as assigned by the Superintendent.

Additional Duties and Responsibilities:

- 1. Compile recommendations for re-employment lists.
- 2. Compile those certified/licensed personnel recommended for re-employment.
- 3. Prepare re-employment notices for certified/licensed staff.
- 4. Compile recommendations for re-employment list of administrative personnel.
- 5. Prepare recommendations for re-employment list for instructional support staff.
- 6. Attend recruiting events at colleges and universities.
- 7. Prepare and distribute notices of vacancy.
- 8. Complete background checks on new employees.
- 9. Chair Policy Committee to develop and revise district policies.

Supervisory Responsibilities:

Human Resources Department, Athletic/Activities and Security Guards

Qualifications:

- 1. Master's degree.
- 2. Current New Mexico license to practice in school administration.
- 3. Five years of experience in public school administration and supervision and/or teaching.
- 4. Valid Driver's license and Car Insurance.
- 5. Ability to travel from site to site.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work is required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date