



ASSISTANT SUPERINTENDENT – HUMAN RESOURCES

SUMMARY/SCOPE/GOAL

To serve as a staff officer to the superintendent including, but not limited to, keeping him/her informed as to the personnel status of the school system; providing advice as to the wise use of personnel resources of the district; recommending changes in personnel resources of the district; recommending changes in policy and practice in consideration of legal requirements; and assisting in the preparation of agenda for School Board meetings. Supervise the routine operation of the division of Human Resources Services. Direct services for the district in compliance with law, policy and regulations in a manner that will enhance the human assets of the organization and promote employee morale.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's degree from an accredited educational institution.
- Experience in educational and personnel management.
- Five (5) years successful supervisory experience in public education.
- Demonstrated knowledge of the collective bargaining process and of Florida law as it pertains to human resources services management.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Certified in Education Leadership or Administration and/or Supervision by the state of Florida.
- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate and manage the district staffing plan, wage and salary development and manpower development.
2. Coordinate the teacher certification process.
3. Coordinate the staff development process in the district.
4. Provide advice to the superintendent as to the personnel status of the school system and the wise use of personnel resources.
5. Participate in the process of collective bargaining and labor relations.
6. Coordinate and manage the function or human resources services for the school district including recruitment, employment, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment insurance and retirements systems.
7. Coordinate and manage the preparation of personnel reports both of internal management use and for state and national requirements.

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8. Assist in the preparation of the school board meeting agenda, preparing departmental related action items of routine and priority nature, as well as timely reports.
9. Supervise the evaluation process of all personnel within the department of Human Resources Services as well as overall supervision of the evaluation of all personnel within the school system.
10. Coordinate and manage the process of selection of central staff and school administrative personnel.
11. Assist the superintendent on organizational analysis and development.
12. Coordinate and manage the development and implementation of personnel policies and procedures.
13. Plan, direct and monitor the application and employment process of certificated and support employees.
14. Plan and direct recruitment programs for certificated and support employees and monitor critical employee classifications.
15. Conduct adjustment counseling when desired or required.
16. Prepare personnel reports and coordinate record keeping to meet requirements of the school system and agency programs required of the school system.
17. Service as advisor to supervisory personnel in the resolution of personnel problems in the area of responsibility.
18. Direct and monitor the processing of leave requires in accordance with law, regulations, and school board policy.
19. Monitor the development of job descriptions and evaluation systems.
20. Direct and monitor in accordance with agency requirements, programs in unemployment compensation.
21. Coordinate and monitor the manpower control program.
22. Conduct employee interviews for teaching personnel when required, exit interviews for retiring personnel and other conferences related to the personnel function.
23. Use effective positive interpersonal communication skills.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrated knowledge of the Florida Administrative Code; knowledge of federal rules and regulations governing the employment process, knowledge of Florida's funding mechanisms and budgeting; ability to communicate orally and in writing; ability to use high level interpersonal skills in order to maintain effective working relationships; possess skills related to problem solving, planning, supervising, organizing, and scheduling; ability to handle highly sensitive personnel matters in a timely and professional manner; knowledge of the manpower control program. Must be computer literate.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in

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active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Human Resources	DEPARTMENT:	Human Resources
TITLE CODE:	D0125	CONTENT BY:	Superintendent
GRADE:		COMPENSATION:	Human Resources
UNIT:	EXEC	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	9/23/1997	CLASSIFICATION:	Karyle Green, Ed.D.
SCHEDULE:	8 hrs. – 12 mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/7/1997		Developed

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.