

Job Title: **Assistant Superintendent – Human Resource Services**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 2

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist the Superintendent in the management of the District's resources, including the recruiting, evaluation, and human resources functions of payroll, personnel records, employee retention and promotion, and employee disciplinary action. To effectively coordinate a collaborative process between management and employees which develops working conditions and compensation that maintains an efficient and effective workforce, interpret and support the administration of employee contracts, and maintain and support employee needs of the School District.

ESSENTIAL JOB FUNCTIONS

- Supervises the recruitment and placement of qualified applicants for all positions requiring certification.
- Ensures that principals and other department heads conduct annual performance appraisals on employees under their supervision.
- Coordinates the development of instruments used in the performance appraisal of personnel.
- Coordinates with the immediate supervisor in providing assistant and staff development for personnel not performing satisfactorily.
- Coordinates with the supervisor in proper notification, proper discipline, and dismissal procedures for employees who fail to respond to comprehensive support.
- Maintains employee personnel and discipline files, teacher evaluations, employee evaluations, insurance, and worker's compensation files.
- Provides for and administers a safe and functional record keeping system on all personnel.
- Coordinates all aspects of labor contract administration during the terms of the agreements with employee organizations and interprets the negotiated agreements to members of the staff as appropriate.
- Participates in the development of the District budget and administers that part of the budget relating to Human Resources Management.
- Attends School Board meetings and prepares such reports for the Board as the Superintendent may direct, including disciplinary items of School Board agenda.

- Prepares drafts of needed School Board policies and administrative rules for the Superintendent's review and action.
- Directs the operations of the Human Resources functions of the Payroll Department.
- Serves as a negotiator in the conduct of negotiations with employee certified bargaining representatives.
- Monitors the school system's hiring practices to ensure equal employment opportunities as well as locates and eliminates any deficiency in the area of equal opportunity.
- Conducts thorough investigations of any grievance regarding discrimination before taking grievance to a higher level and prepares investigative reports for the Office of Professional Practices.
- Publishes and disseminates the Affirmative Action Plan internally and externally and ensures its availability to interested citizens' groups.
- Establishes and maintains an Affirmative Action file.
- Conducts ongoing evaluation and revision of the adopted Affirmative Action Plan and makes recommendations for change.
- Monitors compliance with Title IX and Florida Equity Act in the District.
- Updates and implements the Human Resources Management Development Plan.
- Covers the needs to fill substitute and temporary positions in the District with qualified personnel.
- Serves as primary contact for the school system staff with representatives of employee organizations on questions concerning the interpretation and implementation of policies adopted by the School Board.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Superintendent informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Maintains regular liaison with Department of Education officials and other state agencies concerned with employee relations, including the Florida School Board Association, Florida Association of School Administrators, and Florida School Labor Relations Service.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited education institution.
- Bachelor's Degree in Human Resources, Personnel Management, Business, or Public Administration from accredited education institution required.
- School principal certification or human resources certification preferred.
- Five (5) years of progressively responsible experience in human resources, some of which must have been directing a department.
- Master's Degree may substitute for four (4) years of work experience in human resources.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display thorough knowledge of the principles and practices of public human resources management, including selection practices, affirmative action, and equal employment opportunity, public and employee relations, unemployment compensation, and trends and issues in the field.
- Requires the ability to display knowledge of federal, state, and local statutes, rules and regulations governing the employment process.

- Requires the ability to possess skills related to problem-solving, planning, supervising, organizing, and scheduling.
- Requires the ability to handle highly sensitive personnel matters in a timely and professional manner.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display working knowledge of employment related rules under the Public Employees' Relations Commission, the Federal Justice Department, the Equal Employment Opportunity Commission, and the School District.
- Requires the ability to determine strategy as well as long range goals for the organization.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unprecedented requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: