

**ASSOCIATE SUPERINTENDENT/HUMAN RESOURCES**

Primary Function: To administer the personnel and other district programs as assigned.

Directly Responsible to: Superintendent

Directly Supervises: Designated staff

**QUALIFICATIONS****I. Education**

A. Advanced degree

B. Appropriate administrative credential

**II. Experience**

Successful administrative experience at the school and/or district level.

**APPOINTMENT**

The candidate shall be recommended by the superintendent and employed by the Board of Trustees.

**OPERATIONAL RESPONSIBILITIES**

The superintendent is authorized to develop a job description for the Associate Superintendent/Human Resources that will define specific areas of responsibility.