

ASSOCIATE SUPERINTENDENT/HUMAN RESOURCES

The duties and responsibilities of the Associate Superintendent/Human Resources shall include, but not be limited to the following:

1. Directs and conducts the recruitment program for certificated personnel.
2. Develops and recommends policies and programs related to personnel services.
3. Develops job descriptions for all positions in the district and qualifications required for the positions.
4. Coordinates the recruitment, screening and selection of all certificated personnel for recommending to the superintendent for employment. (Includes part-time and extra-pay assignments)
5. Coordinates the placement of all certificated personnel on the salary schedule.
6. Verifies all necessary paperwork in connection with the employment of personnel.
7. Coordinates employee requests for transfer, promotion, leave of absence, sick leave, and termination or retirement from service.
8. Administers the program of providing substitute workers for all employees.
9. Assists in the evaluation of certificated personnel.
10. Maintains complete and adequate personnel records.
11. Maintains complete and up-to-date information on certification requirements, retirement, health and other insurance, professional growth, college and university courses, and makes the information available as needed.
12. Serves as a management representative in the negotiation process with certificated and classified employees.
13. Assists in the administration of written agreements with employee organizations.
14. Directs and conducts research for the improvement of personnel policies, utilization of personnel, staff morale, staff communication, and community relations.
15. Works as needed and desired by the Superintendent with appropriate committees of teachers and classified employees on personnel matters.

16. Reviews and recommends, as the need arises, personnel handbooks and brochures for use in the district and for recruitment purposes in working with various colleges, universities, and placement offices.
17. Assists individual employees with personnel matters as requested.
18. Coordinates and develops budgetary recommendations to the Superintendent for personnel services.
19. Carries out other tasks and responsibilities as the Superintendent may assign.