

School District of Santa Rosa County
Job Description
Assistant Superintendent for Human Resources

Reports To: Superintendent
FLSA Status: Exempt
Department: Human Resources
Prepared by: Human Resources
Date: December 11, 2014
Job Code: 11030

Primary Duties and Responsibilities (Essential Functions):

- Assist in the development and management of the district staffing plan, and wage and salary development
- Coordinate the teacher certification process
- Coordinate administrative staff development and the School Principal Preparation Program process in the district
- Provide advice to the Superintendent as to the personnel status of the school system and the wide use of personnel resources
- Coordinate and manage the function of personnel services for the School District including recruitment, employment, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment compensation and retirement status
- Assist in the preparation of the School Board meeting agenda, preparing divisional related action items of routine and priority nature, as well as timely reports
- Supervise the evaluation process of all personnel
- Coordinate and manage the process of selection of central staff and school administrative personnel.
- Assist the Superintendent in organizational analysis and development
- Coordinate and manage the development and implementation of personnel policies and procedures
- Plan, direct and monitor the application and employment process of certificated and classified employees
- Conduct, with assistance, a District orientation program for new employees
- Conduct employee adjustment counseling when desired or required
- Prepare personnel reports and coordinate record keeping to meet the requirements of the school system and agency programs required of the school system.
- Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility
- Direct and monitor the processing of leave requests in accordance with law, regulation, and School Board policy.
- Coordinate the development of job descriptions and evaluation systems
- Direct and monitor, in accordance with agency requirements, programs in unemployment compensation
- Conduct employment interviews for teaching personnel when required, exit interviews for retiring personnel and other conferences related to the personnel function
- Prepare and administer the division budget.
- Prepare policy drafts, rules and procedures for the Superintendent for Board approval
- Serve as a member of the Superintendent's Leadership Team
- Oversee the District's risk management program
- Work with third party administrator to develop District's risk management insurance package.
- Perform other incidental tasks consistent with the goals and objectives of this position
- Coordinate reception office responsibilities for District Canal Street offices
- Supervise substitute system and facilitate management of the substitution process.

Supervision Received:

- Superintendent of Schools

Supervision Exercised:

- Personnel Department staff and other interface activities as assigned including employee evaluation and Risk Management

Minimum Qualifications & Skills Required:

- Master's Degree or higher from an accredited educational institution
- Currently hold or eligible for Florida certification in Education Leadership or Administration and Supervision or School Principal
- Minimum of ten years' experience in public school education, five of which must have been in administration and/or supervision

Preferred Qualifications & Skills:

- Experience as a School Principal

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Compensation Plan
- Administrative Salary schedule
- 12 Number of Months
- 8 Hours per Day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.