

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Assistant Superintendent, Human Resources

Reports to: Superintendent of Schools, Douglas County School District

POSITION SUMMARY

Principal advisor on all matters related to Human Resources: employee relations, labor relations, benefits, training, recruitment/retention, performance management, and employment law. Serves as a member of the Superintendent's Cabinet.

ESSENTIAL DUTIES & RESPONSIBILITIES

- W 20% Plan the operation of all Human Resources programs in conjunction with staff members as well as with input from appropriate departments, organizations, and other stakeholder groups, ensuring current levels of industry standards, innovations and improvements in technology, and position control guidelines are met.
- M 20% Direct and evaluate supporting Human Resources programs' policies and procedures. Prepare and deliver reports related to program effectiveness to the Board of Education, including recommendations for new policies or revisions to existing policies as conditions change.
- W 15% Oversee and approve employment of Human Resources employees, as well as overseeing other supervisory functions, such as mentoring, training, grievance handling, performance evaluations, discipline, and terminations, of up to 40 professional, technical, classified, and hourly staff members.
- M 15% Develop and monitor the Human Resources budget, including analysis of budget expenditures and recommendations for on-going operations effectiveness, ensuring fiscal compliance.
- W 10% Investigate, evaluate, and direct District-wide requests for Human Resources involvement in relation to interpretation of District policies and procedures, as well as federal, state, and local employment laws and regulations. Provides advice and recommendations to the Board of Education, Superintendent, District stakeholders on sensitive personnel matters and formulation/ revision of personnel policies and administrative procedures.
- M 10% Develop and maintain long range plans for Human Resources Directorates, which align with BOE Goals & Executive Limitations.
- M 5% Establish and maintain effective working relationships with governmental agencies, school districts, community groups, and other stakeholders in furtherance of District initiatives.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Master's Degree in Business or Public Administration.

MINIMUM EXPERIENCE

Seven years experience managing a large support services department with emphasis in areas of project management, business operations, accounting/finance/human resources, customer service, and technology systems conversion/management.

Advanced experience in organizational behavior and development, planning, school district management, educational policy, and communications.

SKILL REQUIREMENTS

Advanced knowledge of K-12 central office administration procedures and practices.
Strategic and visionary skills with sound technical and analytical abilities.
Strong leadership skills with group facilitation, planning, problem solving, & coaching.
Advanced oral and written communication and interpersonal skills.
Ability to work effectively in administrative team situations.
Computer applications skills, including Microsoft Office.
Working knowledge of position control processes.
Working knowledge of McREL leadership concepts and accompanying attributes
Working knowledge of Gallop Teacher Insight/Principal Insight selection processes

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION:

Valid Colorado Driver's License.

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to forty (50) pounds.
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.
Moderate exposure to outdoor weather conditions.

SUPERVISORY DUTIES

- ◆ Direct supervision of up to 40 Administrative and classified staff members.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.