

HR: Assistant Superintendent for Human Resources

<u>Reports to:</u>	Superintendent
<u>Supervises:</u>	Human Resources Supervisor Human Resources Administrative Assistants
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Appropriate Central Office Administrator Salary
<u>FLSA Exempt/Non-Exempt:</u>	Schedule Exempt

- Qualifications:**
- **North Carolina Teacher Licensure**
 - **Classroom teaching experience**
 - **North Carolina Licensure in Curriculum Instruction Supervision**
 - **Master's degree in education-related field**

Essential Job Functions:

- Oversees the Human Resources Department and Central Office reception area
- Supervises the hiring process of all staff including the licensure process for certified staff
- Supervises the approval process of substitutes/coaches
- Reviews criminal backgrounds with the Chief of Police
- Determines salaries, in consultation with the Finance department
- Coordinates employee benefits
- Coordinates inductions, orientations and training for new hires, substitutes, coaches and other categories of employees, as needed
- Manages personnel records and evaluation process for all employees
- Oversees improvement plans for employee disciplinary/performance issues in conjunction with principals/Board attorney/supervisors
- Oversees administration of Worker's Compensation, Disability and Retirement
- Investigates employee complaints/concerns
- Oversees requests to view personnel files
- Coordinates unemployment complaints/concerns
- Oversees website updates including posting vacancies
- Coordinates district recruitment/retention efforts
- Serves as Board of Education's Policy Committee liaison
- Coordinates the district's Health and Safety Leadership Team
- Coordinates placement of student teachers
- Serves as the Title VI and Title IX Coordinator
- Supervises the sharing of information with the Finance team
- Supervises the implementation of LINQ
- Supervises the collection of data required for ADM Allotments
- Meets with appropriate groups to provide relevant Human Resources' information
- Exercises confidentiality in personnel matters
- Oversees Student Records
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of setting, using appropriate terminology and by telephone and email
- hear, speak, read, record and explain information, communication and procedures
- perform basic math functions to understand and interpret data to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations