

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES**

Summary: Responsible for planning, managing and evaluating the district-wide human resource function and all related activities. Member of the Superintendent's Cabinet. This position includes the duties and responsibilities below and other functions as assigned by the Superintendent of Schools.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Supervises and provides leadership, direction, guidance and support to the Personnel Office staff.
2. Assumes leadership for development and revision of personnel policies and regulations.
3. Develops and maintains appropriate procedures for recruitment, selection, assignment, evaluation and termination of personnel. Assists Superintendent in the final decision regarding employment. Prepares recommendations for the Superintendent's submission to the Board of Education.
4. Plans, develops and administers staff record-keeping programs and procedures concerning certification, seniority, longevity, tenure, benefits and attendance.
5. Develops job descriptions for new positions and assists in the review and revision of existing positions and their respective job descriptions.
6. Assists the Board's negotiator and works towards the development of acceptable and functional negotiated agreements. Administers and interprets the provisions of negotiated agreements within the district. Supervises the processing of all contractual grievances.
7. Remains current of governmental statutes, rules and regulations pertaining to personnel administration and ensures compliance.
8. Responds to questionnaires, surveys and/or correspondence from research organizations, professional groups and government agencies requesting information related to the school district's human resources program.
9. Cooperates with Central Office administrators and building administrators in assessing and providing for professional staff development.
10. Recruits, approves and maintains lists of per diem substitutes, as needs dictate, for the instructional and non-instructional staffs.

Job Description (Continued)
Assistant Superintendent for Human Resources

11. Prepares and distributes district staff vacancy notices and advertisements for the purpose of soliciting applications.
12. Recommends to the Superintendent of Schools employee step placement on salary schedules; advises school district business office of approved salary adjustments; verifies all claims for change in step or column on salary schedules, previous employment certification, graduate and inservice credit and longevity.
13. Secures and maintains personnel files of all employees.
14. Administers budget within the area of responsibility and recommends transfers between budget categories. Authorizes expenditure requests from the approved budget.
15. In consultation with appropriate district administrators, projects annual staffing needs of the school district.
16. Establishes and maintains working relationships with governmental agencies and community organizations.
17. Evaluates the performance of personnel for whom he/she is directly responsible.
18. Serves as an advisor to the Superintendent on all personnel matters.
19. Performs such additional duties as may be delegated by the Superintendent of Schools.
20. Employee Benefits Administration-Provides direct administration of the District's employee benefits programs including health insurance, dental, Workers' Compensation etc. Is responsible for implementing, maintaining, and updating the District's Employee Benefits Program. Establishes tracking mechanisms to monitor all expenses related to the self-insured employee benefits programs and/or directly reviews the financial and claims reports provided by claims administrators. Arranges for the periodic independent audit of self-insured claims administrative procedures and fund management. Responsible for all bill payments relative to the aforementioned program.

Reports to: Superintendent of Schools
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools