



# Park Hill School District

Building Successful Futures • Each Student • Every Day

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## **POSITION DESCRIPTION**

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**POSITION TITLE:** Assistant Superintendent for Human Resources

**F.L.S.A.:** Exempt Professional

**REPORTS TO:** Superintendent of Schools

### **QUALIFICATIONS:**

- A minimum of three years teaching experience.
- Principalship and district office experience preferred.
- A doctorate in Educational Administration/Leadership preferred.
- Administrative certification required with Superintendent certification preferred.

### **MAJOR POLICY RESPONSIBILITIES:**

- Employment of staff.
- Employee Health and Wellness.
- Federal Programs compliance.
- Perform all other duties and responsibilities as assigned by the Superintendent of Schools.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

- Direct recruitment activities for classified and certified staff.
- Maintain district personnel files for all employees.
- Maintain and submits appropriate records and reports to federal and state agencies.
- Supervise employee Health & Wellness program for district employees.
- Monitor class size status and recommends solutions to the superintendent.
- Participate with district strategic planning processes.
- Screen and selects qualified substitute teachers and maintains a register of available substitutes.

Assistant Superintendent for Human Resources (continued)

- Ensure training and compliance of federal, state, and local laws and policies related to OCR, Wage and Hour, FLSA, MCHR, etc.
- Submit Core Data as assigned by the Superintendent.
- Manage the staffing of Summer School.
- Interpret existing personnel policies and contractual agreements.
- Provide salary and benefit information for employees.
- Screen and process employment applications of candidates.

**OTHER PERFORMANCE RESPONSIBILITIES:**

- Maintain current job descriptions.
- Serve on the cabinet.
- Chair district insurance committee.
- Chair district academic calendar committee.
- Other duties as assigned by the Superintendent.