**Job Description**

**Title:** Associate Superintendent for Human Resources & Equity **FLSA Status:** Exempt

**Classification:** Administrator

**Immediate Supervisor:** Superintendent

**Job Summary:** Responsible for leading and managing personnel, equity and affirmative action programs and monitoring, and assisting in planning and delivering staff development for all staff around human resources and equity.

**Essential Functions:**

* Hiring, placement and transfer of staff
* Personnel development, contract interpretation and labor relations
* Staff supervision and evaluation
* District equity programs
* Employee-related legal actions

**Hiring Specifications:**

**Education**

* Master’s degree required
* Doctoral degree, preferred
* Additional graduate work related to human resources and equity highly desired

**Certification**

* Iowa Superintendent’s certification, preferred
* Iowa evaluator license, preferred
* SHRM-CP or SHRM-SCP preferred

**Experience**

* A minimum of 4 years of successful teaching experience preferred
* A minimum of 4 years of related successful administrative experience

**Skills, Knowledge & Abilities**

* Knowledge of state and federal laws and rules affecting public sector employment (i.e. Rights and Privacy Act, DE regulations, Iowa Code, AA/EEO, Wage and Hour, Job Service, PERB)
* Knowledge of job descriptions and personnel records management
* Knowledge of Department of Education curriculum, certification and staff development requirements
* Knowledge and skill in effective staff development and planning
* Knowledge of research methodology and of adult learning models
* Knowledge of performance management processes, systems and tools
* Knowledge of budgeting procedures and management related to areas of responsibility
* Effective oral and written communication skills
* Effective conflict resolution skills
* Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
* Ability to work effectively through the committee process to accomplish goals
* Ability to meet deadlines in a timely manner
* Ability to handle adversity in an objective manner
* Ability to recognize sensitive issues and maintain confidentiality
* Knowledge of processes to address cultural diversity and associated issues related to student performance and instructional methodology
* Demonstrated record of commitment and sensitivity to affirmative action, equal opportunity and human rights

**Technology Requirements**

* Word processing skills
* Spreadsheet skills
* Electronic presentation skills
* Web navigation skills
* E-mail management skills
* Ability to effectively use PDAs (personal digital assistants) for communication and scheduling
* Computer network knowledge applicable to the position
* Knowledge of computer-related storage devices
* Knowledge of educational copyright laws
* Knowledge of computer security expectations

**Supervision of Others:**

* Directors, facilitators, coordinators, specialists, assistants and building principals as assigned
* Support staff
* Consultative personnel employed to deliver specific tasks
* Others as assigned by the Superintendent

**Personal Contacts:**

* All district personnel and members of the community
* Job applicants and candidates
* Administrators from other school districts
* Central Rivers AEA, college, university and community college staff
* Department of Education
* Labor union/association leadership
* State and national education agencies

**Job Duties:**

1. Uses data to drive district decision-making and best practices.
2. Determines staffing levels in cooperation with Educational Services, Financial Services, Student and Supplemental Services, the Superintendent and building principals based upon student projections and budgetary limitations.
3. Directs decisions to hire, promote, demote, transfer, suspend or discharge personnel, in accordance with district policies.
4. Develops job postings and advertisements as necessary.
5. Maintains working relationships with numerous university/college placement offices for recruiting purposes.
6. Conducts initial screenings of candidates, as appropriate.
7. Interviews applicants as appropriate.
8. Ensures administrators/supervisors involvement when interviewing as needed.
9. Develops and supervises the district staff recruitment program.
10. Develops and implements an effective recruitment plan
11. Responds on behalf of the district to all employee-related legal action.
12. Directs and coordinates a continuing district-wide program of human resource development designed to strengthen personnel performance, team building and effectiveness.
13. Ensures completion of induction/orientation programs for all staff.
14. Arranges student teacher placements for select teacher preparation institutions.
15. Serves as liaison between colleges and universities in cooperative special programs (i.e. UNI, UEN Leadership Academy).
16. Interprets contract language to bargaining unit employees, administrators and others.
17. Administers all collective bargaining agreements.
18. Conducts employee grievance and complaint hearings.
19. Serves as chair of the district negotiations team.
20. Oversees the maintenance of all personnel records according to federal and state requirements.
21. Supervises the administration of employee compensation and benefit programs, including wellness initiatives.
22. Assists building principals in the development of performance improvement plans.
23. Provides technical/resource assistance for the staff evaluation process.
24. Develops and administers budgets for all areas of responsibility.
25. Initiates disciplinary action as appropriate.
26. Serves in an evaluator role when needed (classroom, support staff).
27. Supervises elementary principals as assigned.
28. Coordinates the development of employee handbooks.
29. Participates in professional organizations such as NABSE, IASPA, AASPA, SHRM, and UEN Job Alike Groups.
30. Supervises the compilation of statistical reports for state, federal, and other organizations as requested/required, including the annual Affirmative Action/Equity report.
31. Develops and administers the district Affirmative Action Plan.
32. Facilitates district efforts in diversity initiatives for students and staff.
33. Serves as chairperson of the district Equity Committee.
34. Plans, organizes and delivers professional development as appropriate.
35. Serves as the district’s Title IX Coordinator.
36. Facilitates and supervises the District’s grow your own program (i.e.Teach Waterloo, UMETT, RISE Waterloo).
37. Serves as administrative liaison to the DE Equity Division and Office of Civil Rights and implements requirements accordingly.
38. Supports the district Employee Recognition Committee and Wellness Committee initiatives and encourages leadership involvement in activities.
39. Ensures all human resources functions and activities are effectively completed.
40. Works cooperatively with building principals in the development of equity goals and plans.
41. Reviews all policies, procedures and district initiatives to consider impact on equity.
42. Serves on district incident command team.
43. Recommends Board policies related to areas of responsibility and develops administrative guidelines as needed.
44. Serves as a contributing member on the Superintendent’s District’s Leadership Team.
45. Attends Board meetings, serves as a resource person and assists with presentations of information and/or recommendations and prepares Board exhibits as appropriate.
46. Adheres to high ethical standards and demonstrates professionalism when acting as an agent of the district.
47. Keeps the Superintendent advised on all relevant matters.
48. Performs duties in accordance with Iowa Standards for School Leaders.
49. Performs other duties as assigned by the Superintendent.

**Physical Requirements:**

|  |  | **NEVER**  **0%** | **OCCASIONAL**  **1-32%** | **FREQUENT**  **33-66%** | **CONSTANT**  **67%+** |
| --- | --- | --- | --- | --- | --- |
| A. | Standing |  |  | X |  |
| B. | Walking |  |  | X |  |
| C. | Sitting |  |  | X |  |
| D. | Bending/Stooping |  | X |  |  |
| E. | Pushing/Pulling |  | X |  |  |
| F. | Reaching |  | X |  |  |
| G. | Climbing/Stairs |  | X |  |  |
| H. | Driving |  |  | X |  |
| I. | Lifting (specify weight) |  | up to 10 lbs.  (2x/yr 60 lbs.) |  |  |
| J. | Carrying |  | X |  |  |
| K. | Manual Dexterity Tasks |  |  |  |  |
|  | Telephone |  |  | X |  |
|  | Computer |  |  | X |  |
|  | Other (specify) Blackberry |  |  | X |  |
| L. | Working Conditions |  |  |  |  |
|  | Inside |  |  |  | X |
|  | Outside |  | X |  |  |
|  | Extremes in temp/humidity |  | X |  |  |

**Terms of Employment:** Twelve-month contract per Board policy and administrative guidelines.

**Date Last Revised:** 4/25/22