

Newburgh Enlarged City School District
Job Description

TITLE:	Assistant Superintendent for Human Resources
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REPORTS TO:	Superintendent of Schools
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1) NYS School District Administrator certification/School District Leader certification. 2) Masters degree, Doctoral candidate highly desirable. 3) Five to seven years' experience in an urban school district at Central Office level, preferably in Human Resources and building level experience.
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JOB GOAL:	To serve as the chief human resource officer and representative of the Superintendent's cabinet for matters in which activities and interests of personnel are involved; has primary responsibility for the planning, directing, and supervision of all functions pertaining to the human resources division.
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DUTIES AND RESPONSIBILITIES:	<p>Human Resources</p> <ol style="list-style-type: none"> 1. Plans, develops and revises personnel management policies for submission to the Board of Education. 2. Counsels and advises applicants, probationary and permanent employees as required. 3. Hires, organizes, directs, and evaluates the work activities of department staff. 4. Provides training and development for department staff. 5. Ensures that department operations contribute to the attainment of district goals and objectives 6. Administers the provision of New York State Education Law and Regulations as they apply to certificated employees. Administer the provision of New York State Civil Service Law as it applies to district support staff. 7. Negotiates, implements and enforces the provisions of each of the Collectively Negotiated Bargaining Agreements with the District's Bargaining Units. <p>Records</p> <ol style="list-style-type: none"> 8. Develops and maintains systems for retrieval of information in support of all programs. 9. Compiles, maintains, files, and secures all physical and electronic reports, records, other required documents and suggests necessary improvements. 10. Oversees the maintenance of accurate and current personnel records. <p>Employee Relations</p> <ol style="list-style-type: none"> 11. Implements procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them. 12. Implements and oversees effective districtwide employee recognition programs. 13. Coordinates communication and mediation processes for employee complaints, grievances, and concerns. 14. Monitors employee retention and turnover through analysis of data and exit interviews. 15. Ensures that the employee handbook is created, updated annually, and distributed.
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**DUTIES AND
RESPONSIBILITIES:
continued**

Compensation and Benefits

16. Provides the necessary research for successful wage and salary administration and fringe benefits offers.
17. Develops and implements standard operating procedures for salary administration and placement of new hires.
18. Administers leave benefit programs and monitors employee attendance patterns.
19. Develops and implements standard operating procedures for the preparation and updating of job descriptions and for the proper classification of positions in the district compensation plan.
20. Administers the teacher salary schedule and service records.
21. Oversees compliance with federal wage and overtime laws and ensure proper timekeeping for nonexempt personnel.
22. Works with finance to calculate cost estimates for compensation and benefit recommendations.
23. Manages the district's health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs.
24. Works with insurance vendors and third party administrators.

Employment

25. Supervises the necessary processing for issuance and renewal of state certification.
26. Coordinates the eligible Substitute Teachers
27. Recommends all appointments, transfers, dismissals and promotions to the Superintendent of Schools.
28. Develops recruitment, screening, selection, and retention strategies for district personnel.
29. Works with principals and other administrators to forecast staffing needs and develop staffing plans.
30. Ensures that all teachers are highly qualified.
31. Administers and oversee orientation programs for new employees. Works collaboratively with the administrators and teachers bargaining units to initiate their mentor programs.
32. Provides equal employment opportunity and work cooperatively with others to ensure compliance with federal and state laws and regulations.
33. Assists supervisory personnel in conducting due-process procedures. Directs and monitors employee performance appraisals and ensures that supervisors have proper training.

Other

34. Attends board meetings and committee meetings regularly and make presentations to the board.
35. Ensures compliance with NYSED regulations governing APPR.
36. Coordinates the collection of BEDS data.
37. Other duties as assigned by the Superintendent.