

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT SUPERINTENDENT, Human Resources and Professional Standards

#### QUALIFICATIONS

- Master's Degree with certification/specialization in Administration/Supervision, Educational Leadership, School Principal, or Master's Degree in Personnel Management.
- Minimum of five (5) years' satisfactory Administrative/Supervisory experience, including a minimum of three (3) years school-based experience.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of administrative computer applications as related to department functions.
- Knowledge of Florida Statutes, State Board Rules, and Federal regulations related to all aspects of Human Resources including, but not limited to personnel, payroll, professional standards, recruitment and retention, educational equity, and drug testing.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Ability to plan, organize, and prioritize. Ability to analyze, interpret, and use data in decision-making.
- Ability to communicate with a variety of audiences and provide leadership to assigned personnel.
- Ability to interpret policy and law.
- Ability to maintain confidentiality.
- Ability to tolerate high levels of stress.
- Ability to be flexible, hand a variety of tasks, and manage multiple tasks.

#### SUPERVISION

<b>REPORTS TO</b>	Superintendent
<b>SUPERVISES</b>	Human Resources Administrators, Managers, Coordinators, and Other Assigned Personnel

#### POSITION GOAL

***To serve as staff officer to the Superintendent including, but not limited to, keeping him/her informed as to all the personnel matters of the District and to delegate, supervise, and coordinate all activities of Human Resources and Professional Standards.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Assist the ~~Deputy~~ Superintendent in the formulation, development, and implementation of procedures to comply with rules and policies adopted by the school Board that are related to human resources and professional standards.
2. \*Assist with the preparation of the School Board meeting agenda, preparing the personnel items of routine and priority nature, as well as timely reports.
3. \*Serve as a member of the Superintendent's Planning Team(s).
4. \*Provide advice to the Superintendent as to the personnel status of the school system and wise use of personnel services.
5. \*Develop and administer the department's annual budget and provide input in to the processing of the District budget development.
6. \*Coordinate the application, applicant tracking, employment and reappointment process for the district.
7. \*Coordinate the District's payroll processes and functions and produce the required payroll data for all employees of the District including reports and statements required by state and federal agencies.
8. \*Coordinate the preparation of annual out-of-field reports for presentation to the School Board for review and approval.
9. \*Administer the District's teacher Recruitment and Retention Plan as established as revised on an annual basis.
10. \*Oversee the preparation of all personnel recommendations for regular and special meetings of the School Board.
11. \*Coordinate the certification process for instructional staff members.
12. \*Administer the District's HRMD and Instructional/Non-Instructional evaluation/assessment plans.
13. \*Monitor the District's compliance with Educational Equity requirements related to recruitment, hiring, training, transfers, promotion, compensation, and other benefits.

# ASSISTANT SUPERINTENDENT, Human Resources and Professional Standards, Page 2

14. \*Administer the Florida Retirement System as applicable for all District employees.
15. \*Assist the Superintendent with the placement of administrative staff on the administrative salary schedule.
16. \*Administer the established procedures to conduct applicant/employee background checks.
17. \*Prepare recommendations for the Superintendent related to employee discipline, suspension, and termination based upon investigative findings, and applicable contract language or Florida Statutes.
18. \*Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
19. \*Prepare or oversee the preparation of all required reports and maintain appropriate records.
20. \*Monitor the functions and goals of the department of Community Involvement and Public Information.
21. \*Provide leadership and direction for the assigned area(s) of responsibility.
22. \*Exercise proactive leadership in promoting the vision and mission of the District.
23. \*Serve as the Superintendent's designee in his/her absence.
24. Perform other duties/tasks consistent with the goals and objectives of this position.

\*Denotes essential job function/ADA

## EQUIPMENT / MATERIALS

Computer

## PHYSICAL REQUIREMENTS

**Light Work**                      Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**None**                                      The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

## TERMS OF EMPLOYMENT

<b>PAY GRADE</b> <b>AO-01-A \$108,322 - \$166,162</b> District Salary Schedule Months            12 Annual Days      258 Weekly Hours    37.5 Annual Hours    1935	<b>POSITION CODES</b> PeopleSoft Position    TBD Personnel Category    02 EEO-5 Line                03 Function                    7100 Job Code                    1419 Survey Code                72004	<b>FLSA</b> <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable  ADA Information Provided by    Walt Griffin Position Description Prepared by    Walt Griffin	<b>BOARD APPROVED</b> June 22, 2021 August 28, 2001 July 17, 2000  Previous Board Approval
--	---	---	---