

Hobbs Municipal Schools Job Description

Position: Assistant Superintendent of Human Resources

Supervisor: Superintendent

General Job Description: The assistant Superintendent for Human Resources will share in the development, application and interpretation of school and administrative policies. He/She will perform all duties as are delegated by the Superintendent. He/She will coordinate with the Assistant Superintendent for Elementary and Secondary Instruction concerning the employment, training, assignment and transfer of certified personnel. He/She will coordinate with the Assistant Superintendent for Operations concerning the employment, assignment, and transfer of support personnel. The Assistant Superintendent for Human Resources will have the overall responsibility for all personnel matters.

Qualifications:

1. A master's degree.
2. A valid New Mexico administrative license.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Ability to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourages the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Comply with all School Board policies and administrative regulations.
11. Work cooperatively with principals and department heads in all pertinent personnel functions in both licensed and non-certified areas.
12. Be responsible for the development and supervision of employee contracts and employment letters.
13. Maintain a personnel record on each employee. The personnel record will comply with all state and federal regulations.
14. Maintain former district employee files.
15. Follow, maintain, and update all Board of Education policies.
16. Serve as Grievance compliance officer for the District.
17. Serve as Grievance compliance officer for the American with Disabilities Act.
18. Comply with Title IX, and all employment regulations.
19. Set and maintain an application and hiring process for the district.
20. Assist in interviewing administrative positions and other as appropriate.
21. Serve as Coordinator of internal investigations.
22. Supervise the district induction program.
23. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
24. Attend all school board meetings and report all matters related to Personnel.
25. Complete other tasks as deemed appropriate by the superintendent.

Additional Duties and Responsibilities:

1. Assign, coordinate and administer student teachers, practicums, internists, and educational assistants.
2. Compile recommendation for re-employment lists for superintendent.
3. Maintain an inactive file of applications in accordance with federal regulations.

4. Attend recruiting events at colleges and universities.
5. Screen all applicants to verify that they meet basic job requirements for the position for which they are applying.
6. Verify experience and certification/licensure.
7. Maintain a file of current licensure regulations and supply information concerning licensure to applicants.
8. Prepare and distribute notices of vacancy.
9. Maintain and issue to principals and directors a working file of state approved substitute teachers.
10. Comply with reporting requirements of unemployment situations.
11. Maintain checklist of required materials for personnel file, both certified and instructional support.
12. Compute and prepare contracts and letters of employment with the assistance of the Finance Department and distribute copies.
13. Complete background checks on new employees.
14. Chair policy committee to develop and revise district policies.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.