

VACANCY NOTICE

Assistant Superintendent for Human Resources

Date Posted: April 2, 2014

Position Type: Senior Management

Location: Human Resources

Date Available: July 1, 2014

Job Description:

SCHOOL BOARD OF SAINT LUCIE COUNTY JOB DESCRIPTION

Position No.	<u>72003</u>	Length of Work Year	<u>12 Months</u>
Salary Schedule	<u>Administrative- Level 13 (QV)</u>	Date Approved	<u></u>
FLSA	<u>Exempt</u>	Date Revised	<u>04/27/04</u>

JOB TITLE	DEPARTMENT	REPORTS TO
Assistant Superintendent for Human Resources	Human Resources	Deputy Superintendent

QUALIFICATIONS:

1. Master's Degree in Educational Leadership, Human Resource Management, Labor Relations, Guidance and Counseling, or related fields.
2. A minimum of five (5) years of successful experience in education or human resources to include three (3) years in a leadership capacity.
3. Training and/or experience in personnel management, human resources development, or conflict resolution desired but not required.
4. Knowledge of Florida Statutes and State Board of Education Rules related to personnel management.
5. Ability to perform the essential functions of the position.

DUTIES AND RESPONSIBILITIES:

- *1. Supervises the Personnel Management, Human Resource Development, and Employee Relations Program of the district.
2. Administers provisions approved by principals and department heads and manages collectively bargained contracts.
- *3. Administers the employee grievance procedure adopted by the School Board and represents the Superintendent in cases appealed to the district level, to include the conducting grievance hearings.
- *4. Directs the employee personnel performance appraisal program.
5. Maintains regular liaison with Florida Department of Education officials and other state agencies concerned with human resources, as well as the Florida School Board Association and the Florida Association of School Administrators.
- *6. Prepares and maintains the district personnel/policy manual and other administrative guidelines for human resources matters.
7. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.

- *8. Directs the preparation and coordination of collective bargaining negotiations with district contract negotiators.
 - 9. Provides assistance to principals and department heads for employee relations information, advice, salary benefits, and other employee concerns and issues.
 - *10. Provides leadership in the recruitment and retention of staff (administrative, instructional and support).
 - 11. Develops, recommends, and evaluates human resources procedures and guidelines.
 - 12. Monitors the development and implementation of the district staffing plan.
 - *13. Assists the Superintendent in district-wide planning to relate the use of financial and human resources to the district goals and objectives.
 - *14. Assists the Superintendent in organizational analysis and development.
 - 15. Provides leadership in the development of the preschool and yearly planning calendar.
 - *16. Serves as an advisor to the Superintendent regarding the district human resources.
 - *17. Maintains a significant leadership role in fostering professional growth and building staff morale throughout the district.
 - *18. Develops and administers the budget for Human Resources Division.
 - 19. Performs other duties as assigned by the Deputy Superintendent.
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Salary Information: \$118,147 to \$130,072

Additional Information: Susan Ranew, Assistant Superintendent of Human Resources, 772-429-7508