# NORTHAMPTON COUNTY SCHOOLS JOB DESCRIPTION

**JOB TITLE: ASSISTANT SUPERINTENDENT-HUMAN RESOURCES, OPERATIONS AND FEDERAL PROGRAMS**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs a variety of supervisory and administrative tasks in directing and carrying out the Northampton County School system administration policies and procedures. Serves as a member of the Superintendent’s Cabinet. Directly supervises the departments of Human Resources, Operations and Federal Programs.

Reports to the Superintendent.

# SPECIFIC DUTIES AND RESPONSIBILITIES

**ESSENTIAL JOB FUNCTIONS**

Works with the Directors to develop and implement standards, and policies and procedures related to programmatic areas. Provides oversight in the development of short and long range goals for the division and monitors the progress of various services.

Directs the development and/or coordination of programs and policies in such personnel components as recruitment, staffing, operation services, employee relations, employee benefits, insurance, and employee health services.

Develops the vision, mission, goals and objectives for human resources in collaboration with other district leaders to ensure that NCS recruits, maintains, develops, recognizes and rewards a high quality workforce that can manage ongoing change successfully while meeting the diverse needs of students, parents and the community.

Directs the planning, development, coordination, and evaluation of operations of the personnel department including establishing department goals and objectives.

Directs the investigation, analysis, and decision making process regarding personnel problems and/or other related policy issues.

Directs the administration of Equal Employment Opportunity/Affirmative Action programs; develops effective minority/female/handicapped recruiting programs.

Directs the administration of the school system's compensation and performance evaluation programs, including job descriptions, salary surveys and position reclassifications.

Interprets existing personnel ordinances, policies and procedures; addressing employee complaints or concerns; assisting elected officials in personnel matters; and acting as liaison to outside organizations and agencies involved in school personnel matters.

Supervises and conducts personnel administration duties for direct reports subordinates, including hiring, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

Performs responsible supervisory, budget execution, technical overview, logistical execution, and administrative work in overseeing the activities of the Operations Department.

Provides leadership to each department in Federal and Special Programs to ensure appropriate and reasonable practices are offered within each identified school that implements Title I and/or English as a Second Language (ESL) programs so that students, families, and teachers have equitable opportunities despite socioeconomic levels and language limitations.

Conducts or presents information and/or conducts trainings for a variety of administrative teams and others personnel and stakeholders.

Monitors the effectiveness and compliance of all Federal and Special Services programs in eligible schools to ensure adherence to federal, state, and local policies and procedures; visits schools to review documentation; and provides support in the development and implementation of School Improvement Plan Strategies.

Responds to calls/inquiries about the Federal programs.

Serves as a resource to schools, parents, district leadership, and community members regarding programs in Federal and Special Programs.

Serves as a liaison with Regional offices and district departments regarding all each of the programs within Federal and Special Programs.

Prepares supplementary grant applications to receive additional funds to implement turnaround

and reform efforts; authorizes grant expenditures, and ensures programs are implemented

within Federal guidelines

Develops and implements instructional policies and programs; interprets educational

Assists other cabinet members in the planning, development, and implementation of initiatives.

Serves as advisor to principals, cabinet members and the superintendent.

Provides leadership and strategic planning in all aspects of the district.

Performs other related work as required.

# MINIMUM TRAINING AND EXPERIENCE

Master’s Degree in education administration or a related area with a doctorate preferred, and 6 to 9 years of experience as a district administrator; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Employee must be able to commute between sites within the district.

# MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, facsimile machines, etc. Must be able to exert an eligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments to subordinates.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principals of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including educational and legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

# KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of policies and procedures as stated in Board and administrative policies and/or procedures including student manuals and handbooks in the school system.

Thorough knowledge of the laws, principles, policies and procedures related to civil rights and due process.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in scheduling and coordinating large programs. Skill as a facilitator.

Ability to develop, interpret, evaluate, clarify, and apply policies and Procedures.

Ability to communicate effectively both orally and in writing.

Ability to exercise initiative and independent judgment in applying standards to a variety of work situations.

Ability to maintain complete and accurate records and to develop meaningful reports from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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| **ACKNOWLEDGEMENTS** | |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations | |
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| *Reviewed by: Employee's Signature* | *Date* |
|  |  |
| *Approval by: Supervisor's Signature* | *Date* |
|  | |
| The completed and signed position description shall be maintained at the employee’s work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. | |

# DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.