



Job Description

JOB TITLE: Assistant Superintendent/Director of Human Resources

REPORTS TO: Superintendent

EVALUATED BY: Superintendent

Job Goal: The goal of the Assistant Superintendent/Director of Human Resources is to provide administrative leadership for the district in support of the Superintendent and administrators as it pertains to leadership, decision-making, human resources management and legal matters and to assume leadership responsibility in the absence of the District Superintendent. Directing and administering all human resources functions for the District including professional development, labor relations, benefits management recruitment, hiring and retention, contract and labor management and negotiation activities. Supervises classified, licensed, supervisory, technical and administrative personnel operations.

ESSENTIAL REQUIREMENTS - QUALIFICATIONS

- Exceptional knowledge of the principles and practices of personnel administration and management.
- Experience in recruitment, hiring and retention; negotiations and contract/labor management; administrative statutes, rules, regulations and board policies pertaining to personnel matters in public schools.
- Experience in short and long range strategic and operational planning processes.
- Knowledge and understanding of the collective bargaining process.
- Excellent interpersonal and communication skills and ability to work cooperatively and harmoniously as a team member.
- Ability to produce accurate work in a fast paced, stressful environment with frequent deadlines and interruptions.
- Skill in using analytical methods and techniques.
- Ability to exercise confidentiality, tact, diplomacy, and independent judgment in the performance of duties.
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job.
- Demonstrated ability to establish and maintain high profile, collaborative working relationships across teams, functions and layers with district staff, outside agency representatives, and the general public.
- Prior Cabinet level administrative leadership experience in public schools preferred

Adopted: 07/2020
Updated 11/2024

ESSENTIAL RESPONSIBILITIES

1. Serve as a member of the Superintendent's Cabinet and participate in District wide planning and management activities.
2. Assume responsibilities of the Chief Executive Officer in the absence of the Superintendent.
3. Plan and conduct periodic meetings with District/Building administrators to discuss developments that impact school operations, policies, and programs.
4. Assist in facilitating the achievement of the District's instructional and operational goals by fostering a cooperative working relationship with district office departments, other school districts, outside agencies, partners and families.
5. Plan and direct the development and implementation of human resources processes and procedures that ensure compliance with Board priorities, District educational goals, and State standards while managing the daily operation of the human resources department.
6. Supervise, assign, direct, and evaluate human resources support staff, ensuring the ongoing evaluation and improvement of human resources systems and processes
7. Manage the performance evaluation process/system of licensed and classified staff.
8. Oversee the secure management of all personnel records and files for all district employees.
9. Assist administrators with the recruitment and selection of suitable applicants for all positions.
10. Advise and make recommendations regarding plans of assistance, discipline, and termination of employees
11. Develop, update and maintain the Administrator, Hiring, and Employee handbooks.
12. Consult with the District's legal counsel as needed regarding issues related to human resources and broader district issues when covering for the Superintendent.
13. Assist the Superintendent in the preparation of reports and with planning and creating effective materials and activities for the Board of Directors
14. Manage benefit plans and implement changes to meet requirements of new laws/regulations.
15. Maintain knowledge of industry trends and Federal and State employment legislation.
16. Serve as the District's Title IX and Civil Rights Coordinator.
17. Assist with District compliance with Federal and State legislation pertaining to all personnel matters, including management of the District's required online employee training.
18. Support licensed employees in the tracking and processing of appropriate licenses.

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19. Responsible for overseeing the completion and submission of required ODE personnel related reporting including Staff Assignment, Staff Position, Evaluation and other associated personnel reports.
20. Conduct fact-finding investigations, as needed, in matters associated with employee conduct and produce comprehensive summary reports for the Superintendent regarding such investigations.
21. Advise principals regarding investigations they conduct in their role as evaluators of employee performance and conduct.
22. Oversee the administration of the tuition reimbursement program in accordance with collective bargaining agreements.
23. Administer the district's workers' compensation program.
24. Manage and process all employee retirements and resignations.
25. Oversee and manage employee leave programs and requests for accommodations in accordance with Board policy, OFLA, FMLA, Paid Leave Oregon and the Americans with Disabilities Act rules and regulations.
26. Manage job descriptions by writing, reviewing, editing, and updating them to accurately reflect the knowledge, skills and abilities required for the position; determine appropriate placement of positions within pay grades.
27. Collaborate with the Chief Financial Officer to coordinate and develop annual enrollment projections and staffing models in conjunction with the annual budgeting process
28. Manage all aspects of licensed, classified, administrator and supervisory employee contracts and agreements, assisting administrators and supervisors in resolving personnel issues and providing advice on a wide range of personnel matters; serve as the main labor management contact and chief negotiator with both unions.
29. Perform other duties as assigned and requested by the Superintendent and/or the Board of Directors.

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Maintain punctual and regular attendance
- D. Confer regularly with the Superintendent on day to day operational matters and strategic plans
- E. Follow all District policies, procedures, and reasonable requests by proper authority

- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

The Molalla River School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

I have read and understand the responsibilities and qualifications of this position description.

Employee Signature _____ Date _____