

Browning Public Schools
Board Agenda Request
Meeting To Be Held: June 13, 2017



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: June 7, 2017

To: **Board of Trustees**
 Browning Public Schools

From: John P. Rouse
Title: Superintendent

Subject: **Create Position of Assistant Superintendent/Director of Human Resources**

Description: Members of the Board of Trustees have asked to consider creating a position for an Assistant Superintendent. This position would also have the responsibilities of directing the Human Resources department for the school district. The administration recommends eliminating the current Director of Human Resources position and including those job responsibilities under the assistant superintendent position.

Financial Impact: Salary Range \$85,000 – \$95,000

Attachment(s): Job description

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
JOB DESCRIPTION
Effective: June 14, 2017

Assistant Superintendent / Human Resources Director

260 Day
Administrative Contract Requiring Certification
FLSA Exempt
TRS

Summary of Functions

Under general supervision of the superintendent, manages, administers and supervises the personnel department and human resources functions of the school district. Works closely with and in support of district supervisors in fulfilling staffing needs, improving morale and in resolving personnel issues. Is acting superintendent during times of the superintendent being out of the district.

Duties and Responsibilities

- 1) General—Manages, administers and supervises the human resource functions of district in compliance with governing laws, regulations, district policies and strategic plan, collective bargaining and other agreements. Assists in establishing district goals and objectives and monitors operations and activities to ensure that district personnel practices conform to and meet such goals and objectives.
- 2) Administration—Develops and recommends updates to personnel policies. Plans and coordinates the district's immediate and long-term personnel strategies. Develops, updates, and implements procedures and forms to comply with and implement such policies including personnel handbooks. Conducts surveys and researches various aspects including compensation and benefit plans. Develops and updates employee classifications, job descriptions and position assignments. Administers extended leaves of absence including abuse of leave, Family Medical Leave, disabled employees including those on workers' compensation, sabbatical and other types of leave. Updates and administers temporary employment including coaches, student club sponsors, and substitute teachers. Consults with district counsel in resolving complex, serious or legally sensitive issues. Provides support to district supervisors in meeting their personnel needs.
- 3) Management—Manages human resources department and assigned areas of responsibility (administration reception and personnel benefits clerk including budgeting, approving purchase orders, timesheets, etc. Supervises and monitors the work of assigned staff including training, evaluation and resolution of grievances.
- 4) Recruiting—Plans, recommends and implements recruiting strategies including incentives. Prepares position announcements and other recruiting materials. Posts and advertises vacant positions. Forms recruiting team and plans and arranges career fairs. Solicits educators and others for employment with the district.
- 5) Hiring—Oversees hiring process including receiving applications, forming selection committees, preparing interview scoring documents and making recommendations for hire. Ensures completion of all appropriate paperwork for new employees including pre-employment requirements. Monitors new

employee probationary periods and advises supervisor accordingly. Prepares administrative, teacher, and other employment contracts.

6) Evaluations—Prepares and updates performance evaluation documents. Provides supervisors with forms and employee lists for preparing performance goals and for scheduling evaluations. Provides superintendent with status and other reports for evaluations received by the human resources department.

7) Status Changes—Tracks changes in positions and staffing. Provides notices relating to changes in employment status such as transfers, reassignments, resignations and terminations. Processes changes in employee status, computes pay adjustments, updates personnel records, and transmits changes to Business Office and to employee's supervisor as appropriate.

8) Complaints/Disputes—Assists supervisors, staff, and others in investigating, mediating and resolving disputes, complaints and issues with staff including discipline and grievances. Represents the administration in terminations, grievances and other employee matters before the Board of Trustees. Serves as the district Title IX Coordinator as the designated district official for purposes of sexual harassment and other civil rights complaints.

9) Professional Development—Assists in development and planning of district required training and assisted education programs. Schedules, implements and oversees such trainings including budgeting, scheduling and tracking. Serves as in-service provider for issuing/verifying teacher license renewal units and for other continuing education credits. Maintains files and records for all district in-service professional development and other training. Assumes primary responsibility for the coordination of all professional development and licensing certification for non-instructional employees.

10) Negotiations—Serves on administrative negotiating team in negotiating collective bargaining agreements including research, drafting proposals and language changes. Assists in planning and negotiating health insurance plans. May assist in other negotiations as needed. Chairs the labor relations committee as needed.

11) Confidentiality—Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures. Understands that certain information may be sensitive and does not share it with others.

12) Cooperation—Works effectively and maintains good relationships with superintendent, administrators, staff, and other district personnel in carrying out departmental and district goals and objectives. Provides assistance as needed.

13) Meetings—Participates in a variety of regularly scheduled and impromptu meetings. Attends all meetings of the Board of Trustees.

14) Public Relations—Builds and maintains positive relationships with individuals, community and professional groups, and local and governmental agencies in representing the district. Establishes and maintains good relationships with vendors, suppliers, contractors, governmental agencies, students, parents, and the public.

15) Records—Oversees personnel records of the district including computerized personnel management system. Maintains and updates files and supplemental databases using Word, Excel and Access software. Ensures that the personnel information system is accurate, functions systematically and logically, and that such information may be readily accessed and retrieved.

- 16) Reports—Prepares and submits personnel reports to the superintendent as needed and makes presentations before the board of trustees, supervisors and other groups as required. Assists in the preparation of other reports as needed. Responds to surveys, questionnaires, etc.
- 17) Training—Presents conferences and workshops for supervisors, staff and local groups Attends conferences as budgeted and approved necessary to upgrade skills in personnel and human resources management.
- 18) New Teacher Mentoring-Provides in-service to new teachers prior to the beginning of the academic year. Facilitates new teacher mentoring program throughout the year.
- 19) Crisis Management – Is a member of the district crisis management team and has the responsibility to make certain that district and campus emergency operations plans are updated. Coordinates training in preparation for emergency operations.
- 18) Other. Performs such other functions and assumes such other responsibilities as the superintendent may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to Superintendent. Supervises personnel secretary, administration receptionist, personnel benefits clerk, and other staff as assigned. Performs duties as the acting superintendent during time of absence from the district.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- θ Master's degree in education with Class 3 Administrators License - Superintendent (or ability to obtain)
- θ Knowledge of and experience administering legal aspects of personnel such as the Fair Labor Standards Act, Family Medical Leave Act, Americans with Disabilities Act, Wrongful Discharge Act, and workers' compensation
- θ Proficiency with desktop computers, preferably using Microsoft Word and Excel software applications
- θ Valid Montana driver's license and good driving record
- θ Excellent communication, problem solving and organizational skills
- θ Knowledge of program planning and budgeting
- θ Ability to supervise
- θ Physical ability to sit for extended periods, walk and stand for a portion of the time, to type on a keyboard for extended periods, and to exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects

θ Good work habits

Desirable Qualifications—Previous experience as an assistant superintendent or superintendent. Previous experience working in a school district or educational institution. Knowledge of Montana educator licensing and accreditation rules. Experience working in Native American communities.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performing these job responsibilities will include working extended hours.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.