NATRONA COUNTY SCHOOL DISTRICT

ASSOCIATE SUPERINTENDENT
OF HUMAN RESOURCES

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Human Resources Division; to coordinate assigned activities with other District Divisions, schools, and outside agencies; to provide highly responsible and complex administrative support to the Superintendent.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES  Important and essential duties may include, but are not limited to, the following:

Assume full management responsibility for all Human Resources Division programs, services, activities, and operations including planning, development and implementation.

Manage an aggressive recruitment and selection program that seeks the highest quality staff that accurately reflects the diverse needs of the student population at Natrona County School District.

Manage the development and implementation of Human Resources Division goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Human Resources Division to other District divisions, schools, elected officials, and outside agencies; explain and interpret programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Human Resources Division personnel; provide or coordinate some staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate, through subordinate level managers, the Human Resources Division work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Page 1 of 5
Associate Superintendent of Human Resources
NATRONA COUNTY SCHOOL DISTRICT

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Manage and participate in the development and administration of the Human Resources Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary; participate in the proposal and application of funds and grants.

Collaborate with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.

Provide staff assistance and support to the Superintendent and School Board; serve as a member to the Superintendent's Cabinet; prepare and present staff reports and other necessary correspondence.

Attend School Board meetings; present items to the School Board; serve as a resource at School Board meetings.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to human resources programs, policies, and procedures as appropriate.

Recommend solutions to a wide variety of complex issues for the purpose of addressing the Human Resource needs of the district.

Review pertinent human resources legislation and ensure District compliance with rules, regulations, and laws; implement State Department of Education recommendations; ensure timely and accurate reporting of data to Federal and State authorities.

Administer a wide variety of complex federal, state, and local compliance and labor codes/regulations for the purpose of ensuring compliance with all regulatory requirements.

Process a variety of annual reports including but not limited to full time equivalency report, fall report of classified/certified personnel for State Department of Education, EEOC staff report, Bureau of the Census/Annual Survey of Governmental Employees, Wyoming Department of Employment/Occupational Employment Survey of Elementary and Secondary Schools, United States Census Bureau Schools and Staffing Survey, and Wyoming Education Association report.

Coordinate and supervise HR Division departments including HR Development, Public Relations and HR Services (e.g. compensation and benefits; staffing, substitute office, etc.).

Provide conflict mediation and resolution among employees.
Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a variety of subject matters and in the field of human resources.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive human resources program

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs

Modern and complex principles and practices of program development and administration

Current trends, research, and developments in the areas of student learning, student needs, and instructional responses

Advanced principles and practices of budget preparation and administration

Principles of supervision, training, and performance evaluation

Pertinent Federal, State, and local laws, codes, and regulations

Safe driving principles and practices

Skill to:

Operate modern office equipment including computer equipment

Operate a motor vehicle safely
ABILITY TO:

Provide and facilitate excellent communication, public relations and interpersonal skills

Value and promote diversity in the workplace

Read, analyze, and interpret government regulations, write reports and present information effectively

Provide administrative and professional leadership and direction for the Human Resources Division

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient human resources programs and services

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility

Select, supervise, train, and evaluate staff

Identify and respond to community, School Board, and Superintendent's issues, concerns, and needs

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals

Research, analyze, and evaluate new service delivery methods, procedures, and techniques

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner

Prepare clear and concise administrative and financial reports

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions

Communicate clearly and concisely, both orally and in writing

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:**

Five years of management and administrative experience

Human Resource experience in K-12 public education is desired

**Training:**

Master’s Degree in Education, Human Resources or a Management-related field from an accredited college or university

**License or Certificate:**

Ability to acquire appropriate Wyoming Credentials

Senior Professional Human Resource (SPHR) certificate desired

Possession of, or ability to obtain, an appropriate, valid driver's license

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations

**Effective Date:** July 1, 2015