

# **ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To oversee MSD of Wayne Township's human resources programs and services.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and directs a program for selection and assignment of the best-qualified teachers and personnel.
2. Interviews and screens applicants, providing assistance to other administrators who will recommend candidates to the superintendent.
3. Coordinates and assists with assignments, transfers, dismissals, and promotions.
4. Plans the annual Certified Staff Retirement Breakfast.
5. Receives and maintains completed applicant files for all positions.
6. Coordinates provisions of student teacher agreements between the district and participating colleges and universities and assigns student teachers.
7. Organizes a corps of substitute teachers, aides, and clerical staff and supervises the system for providing substitute teachers.
8. Reports periodically to the superintendent the problems, conditions, and needs of the Personnel Services office.
9. Prepares and distributes recruiting materials.
10. Conducts pre-employment interviews and supplies benefit schedules and other pertinent information to individuals recommended for employment.
11. Confers with principals to determine needs for teachers of various classifications.
12. Certifies eligibility of employees to the Business Office for the district health plan, income protection plan, leaves of absence, and other such benefits.
13. Cooperates with college and university schools of education and with career guidance offices regarding applicants.
14. Attends regular meetings of the superintendent's staff and serves actively to improve communication, cooperation, and planning.
15. Serves as the corporation's negotiator with employee groups.

16. Provides necessary research for successful and legal wage and salary administration.
17. Advises and coordinates with other administration and supervisory personnel the provisions of negotiated agreements and/or designated benefit schedules.
18. Counsels and advises employees on insurance, retirement, benefits, etc., matters in cooperation with the Business Office.
19. Organizes and supervises the switchboard operation and services in the Education Center.
20. Provides necessary processing for issuance and renewal of state credentials.
21. Plans, develops, and revises a personnel manual in accordance with state legislation, Board policy, negotiated agreements, and administrative rules.
22. Monitors the School Board's policy on Non-discriminatory Practices in all matters of recruitment, hiring, training, transfers, promotion, compensation and other benefits.
23. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised May 2016