

**Dallas School District
Job Description**

Job Title: ADMINISTRATIVE – Assistant Superintendent – Director of Human Resources
Reports To: Superintendent
FLSA Status: Exempt

JOB SUMMARY

This position has primary responsibility for the human resources functions of the district. In addition, this position supports the superintendent in all functions of the district and performs duties of the superintendent during short term absences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Develops and recommends district personnel policies, establishes personnel practices and procedures, administers such policies, practices, and procedures including hiring, assignment, performance evaluation, retirement, transfer, leave of absence, termination, and others.
2. Plans, directs, and supervises recruitment activities for all district positions in accordance with equal employment opportunity policies.
3. Establishes and maintains a system of personnel records in compliance with regulatory agency requirements, including the preparation and submission of required personnel reports, to meet the district and employee needs for such records including counseling of employees on employment status.
4. Plans, directs, and administers wage and salary administration programs, including salary schedule structuring, employee classification, job descriptions and specifications, and performance reviews, etc.
5. Assists with labor relations activities for the district including collective bargaining negotiations.
6. Administers collective bargaining contracts and agreements.
7. Prepares and recommends departmental capital and operating budgets and controls expenditures within approved budgets.
8. Supervises the selection, hiring, and training of human resources department staff.
9. Ensures appropriate licensure by all teaching personnel services and administrative staff.
10. Works with agencies to facilitate substituting in the district.
11. Assists patrons in obtaining TSPC licensure that require district sponsorship.
12. Interprets and administers various federal, state and district protected leave laws, rules, regulations and policies.
13. Plans and directs new teacher inservice.
14. Develops district school calendar.
15. Develops employee working calendars.
16. Ensures ODE Schedule of Due Dates (SODD) is updated annually with DSD responsible parties.
17. Serves as security administrator of ODE Data Collections

18. Processes or assigns district level complaints
19. Ensures availability of first aid instruction as needed to meet OAR 581-022-2220.
20. Plans, directs and supervises assignment of staff to schools.
21. Interprets and administers district policies as it applies to evaluation, wage and salary administration, benefits and other items and conditions for employment for employees.
22. Serves as a member of the superintendent's support team and participates in district-wide planning and management.
23. Serves as the District Affirmative Action Officer.
24. Assists in recruiting, screening, interviewing, and recommending qualified candidates for positions on the professional and classified staff as assigned by the superintendent.
25. Assists in the development and review of district policies and the implementation of such policies.
26. Participates in community organizations and activities to provide positive identification of school to community.
27. Interacts thoughtfully and courteously with students, staff, and parents, and resolves conflict in a professional manner.
28. Professionally represents the school and the district in interactions with parents, community, staff, and students.
29. Maintains appropriate certifications and training hours as required.
30. Adheres to district policies and complies with applicable state, local, and federal laws, rules, and regulations.
31. Attends work regularly and is punctual.
32. Adheres to Dallas School District Workplace Expectations and Professional Communications standards.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends building staff meetings.
2. Attends sporting events and district activities.
3. Participates in civic memberships.

SUPERVISORY RESPONSIBILITIES

This position may supervises district level staff as requested by the superintendent.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's Degree in Education, Supervisor and/or Administrative License. Prior experience as a teacher and building administrator.

- Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to district a positive team spirit. Demonstrated ability to successfully work with staff and public.
- Ability to communicate fluently in English, both verbally and in writing. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies, or members of the community. Ability to write reports and business correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent and to draw and interpret graphs. Ability to apply concepts of algebra, geometry, and statistics.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Advanced level of computer competency.
- Ability to appropriately communicate with students, teachers, parents, members of the community, and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
- Certificates as determined by the District including meeting any current federal or state requirements. Must have possession of, or ability to obtain, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 60 pounds. Specific vision abilities required by this job include close vision.

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.

The work environment is in the district office with standard business office setting. The noise level in the work environment is usually low to moderate.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Printed Name _____

Signature _____ **Date** _____