

**Job Title:** Assistant Superintendent/Personnel Director

**Qualifications:**

1. Ten years successful classroom experience.
2. Positive interpersonal skills with demonstrated leadership ability.
3. Experience and training in personnel management.
4. Demonstrated ability to initiate and complete projects.
5. Such alternative to the above qualifications that the Board may find appropriate and acceptable.

**Reports to:** Superintendent

**Performance Responsibilities:**

1. Attend local and state training sessions to gain information beneficial to the system program.
2. Implement and supervise secondary curriculum based on State Department Curriculum.
3. Assist in the recruitment, screening, and employment of certificated and support personnel.
4. Supervise and maintain files of applicants for certificated and support employment.
5. Maintain lists of eligible candidates for certificated and support positions.
6. Establish and maintain personnel records.
7. Conduct pre-employment interviews with new professional employees.
8. Assist with the orientation of new teachers and support personnel each year.
9. Serve as liaison between employees and the school district and counsel with employees to resolve complaints, difficulties, and other matters related to personnel management.
10. Promote a good working relationship between employees and the school district.

### **Assistant Superintendent/Personnel Director (cont'd)**

11. Provide assistance to principals and supervisors in the employee evaluation process and other personnel matters.
13. Study and preview personnel related policies and administrative procedures, and make recommendations concerning them to the Superintendent.
14. Be regular and punctual in attendance.
15. Maintain confidentiality of any school system related information.
16. Maintain proper and professional relationship with other employees.
17. Perform duties in a manner that promotes good public relations.
18. Be familiar with and follow Board of Education policies.
19. Perform other reasonable related duties as needed.

**Terms of Employment:** 12 months per year. Salary to be determined by the correct salary schedule for administrators.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.