

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND STAFF DEVELOPMENT

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited education institution.
- (2) Certification in Administration / Supervision, Educational Leadership, School Principal, or Professional School Principal.
- (3) Minimum of ten (10) years successful experience in education, including at least five (5) years in administration with at least three (3) years at the school level.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Florida educational statutes, employee relations with contract negotiations, and administration. Ability to prepare agenda items and present them to the School Board. Ability to work with the legislative process. Human relation skills and ability to work with group processes. Ability to manage diverse functions skilled in training, technology and organization. Knowledge of budgeting. High stress tolerance. High energy level. Ability to plan, implement, and follow-up. Public speaking ability, good listener and good presentation skills.

**REPORTS TO:**

Superintendent

#### JOB GOAL

To assist the Superintendent by serving as a staff officer, recommending changes in policy and practice, and providing professional growth experiences for all personnel which will enable them to positively impact student learning.

**SUPERVISES:**

Director of Planning, Personnel, and Policy  
 Coordinator of Investigations and Safety  
 Technology Training Specialist  
 Assigned Support Personnel

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES  
AND STAFF DEVELOPMENT (Continued)**

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \* (1) Oversee investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate employment action / discipline.
- \* (2) Handle personnel grievances.
- \* (3) Assure that all staff development information, records and materials are correct and disseminate as appropriate.
- \* (4) Plan, organize and implement training activities and programs for all District initiatives.
- \* (5) Develop, keep current and implement the Gadsden District Human Resource Management and Development System (HRMD) for the Districts preparing new principals program.
- \* (6) Plan, organize, schedule, provide and coordinate the two-year training process for the HRMD core training applicants.
- \* (7) Provide training in the use of the HRMD program for principals, directors, supervisors, coordinators and any other appropriate personnel.

**Interagency Communication and Delivery**

- \* (8) Maintain regular liaison with the State Department of Education and other agencies concerned with employee relations and staff development.
- \* (9) Assist in interpreting Florida statutes, State Board of Education rules, Gadsden County School Board policy to employees and the community.
- \* (10) Interpret staff development programs, objectives, and needs to the District staff, School Board, principals, school facilities, civic and parent groups, teacher training institutions and others.
- \* (11) Plan with directors, principals, teachers and other personnel to establish training needs for local schools and future goals for all personnel.
- \* (12) Arrange for training activities for administrators directors, and other staff personnel based on their identified professional growth needs or the District established priorities.
- \* (13) Develop and keep current the program for certifying substitute teachers for the District and arrange for the necessary training activities.
- \* (14) Coordinate the training initiatives of all other District personnel (e.g., directors, school personnel, parents, etc.) through the record keeping process.
- \* (15) Develop, keep current and implement the Gadsden District Professional Orientation Plan (to include the state competencies) for beginning teachers.
- \* (16) Coordinate the National Board Certification (NBC) process and work closely with teachers who enter the rigorous process which includes extensive professional growth experiences for the applicants.

**Professional Growth and Improvement**

- \* (17) Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations case laws concerned with collective bargaining and employee relations.
- \* (18) Coordinate inservice training for management in contract administration and grievance procedures.
- \* (19) Assist in the implementation of the Gadsden County Human Resources Management Development System.
- \* (20) Promote and support professional development for self and others.
- \* (21) Attend meetings and conferences that promote professional growth and will benefit the District.
- \* (22) Develop a training budget for allocated funds based on the prioritized needs of the District.
- \* (23) Coordinate the revision of the personnel assessment forms, submit annual updates to the State Department of Education and provide appropriate training in the use of the instruments for applicable personnel.

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES  
AND STAFF DEVELOPMENT (Continued)**

- \*(24) Provide the necessary training to appropriate personnel to assist with proper implementation of the professional development system.
- \*(25) Receive, disseminate to directors, collect, sign, return to universities the appropriate forms and keep records of student teachers on file for future reference.
- \*(26) Plan celebrations for teachers who complete the NBC process and appropriate recognition for those who actually receive national board certification.
- \*(27) Coordinate the pre-service program in the District by working with District directors and colleges and universities personnel to provide field experiences for student teachers within the District.
- \*(28) Develop, keep updated and present annually to the School Board, the Gadsden District Master Plan for Staff Development.
- \*(29) Provide training on the annual update for the Master Plan to directors, principals, curriculum coordinators, school facilities and others as needed.
- \*(30) Conduct annual evaluations of the Master Plan for Staff Development as it relates, and revise as necessary to better meet the needs of the District.
- \*(31) Conduct annual evaluations of the HRMD program and revise process as necessary.
- \*(32) Conduct annual evaluations of the professional development plan process.

**Systemic Functions**

- \*(33) Assist the Superintendent in developing and implementing procedures to comply with regulations and policies adopted by the School Board, with particular attention to those related to collective bargaining.
- \*(34) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \*(35) Prepare or oversee the preparation of all required reports and maintain all required records.
- \*(36) Demonstrate support for the District's goals and priorities.
- \*(37) Keep the Deputy Superintendent and other appropriate personnel informed about potential problems, unusual events, or opportunities for improvement.
- \*(38) Perform other duties as assigned.

**Leadership and Strategic Orientation**

- \*(39) Assist the Superintendent in the formulation and implementation of strategic planning.
- \*(40) Serve on the Superintendent's Executive Leadership Team.
- \*(41) Model and maintain high standards of professional conduct.
- \*(42) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \*(43) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(44) Facilitate problem solving by groups or individuals.
- \*(45) Work with secretary for the department to develop and set guidelines for record keeping procedures for training records of all personnel.
- \*(46) Establish goals and objectives for training programs and projects for District-wide initiatives.
- \*(47) Develop guidelines for the use of training funds and monitor the proper use of funding through the record keeping process.
- \*(48) Develop, keep current and monitor the appropriate use of the Gadsden District Professional Development System in connection with the use of training funds.
- \*(49) Set criteria for participation in the HRMD program, arrange for the screening activities, and select persons for the program based on criteria.
- \*(50) Provide opportunity for qualifying persons to document competencies necessary for principal certification under the supervision of trained, competent principals.

\*Essential Performance Responsibilities