

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Assistant Superintendent/Executive Director

BAND	GRADE	SUBGRADE
E	8	2
DEPARTMENT: Administrators	ACCOUNTABLE TO: Superintendent	FLSA STATUS: Exempt
<p>CLASS SUMMARY: Incumbents are responsible for administering, directing and coordinating all aspects of Human Resources to include hiring, compensation, discipline, evaluation, recruitment, Meet and Confer, personnel records, training, benefits, and employee services; for providing strategic direction and supporting infrastructures in division of responsibility; for assisting the superintendent in providing focus and setting goals for the strategic direction of the district; and for providing joint recommendation regarding annual resource allocation for the district. Duties include: working with principals and administrators on human resource issues and policy development and procedures; leading Governing Board Meet and Confer teams in negotiating contracts; acting as liaison with Governing Board and employee associations; overseeing recruitment, hiring, and orientation of staff; consulting with legal counsel in all matters involving personnel to ensure compliance with state and federal legal requirements; directing and managing employee benefit program; attending Governing Board, Superintendency, and cabinet meetings; supervising Human Resources staff; maintaining ongoing effective communication with district administration, schools, community, and all assigned staff; managing resources to include budget, personnel, and facilities; implementing broad-based decision making processes, incorporating effective intra-staff communications; developing and recommending policies; and advising the Superintendent and governing board.</p>		
<p>DISTINGUISHING CHARACTERISTICS: Assistant Superintendent/Executive Director is distinguished from Director which does not function as part of the superintendency or provide advice to the governing board on a regular and ongoing basis.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Works with principals and administrators on human resource issues and policy development and procedures to include advising as to processes, legal requirements, and ultimate decisions with regard to compensation, benefits, equal opportunity, hiring, evaluation, discipline, termination, certification, sexual harassment, Fair Labor Standards Act, employee policies, grievance, and staff relations.	Daily	E8

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2.	Oversees recruitment, hiring, and orientation of staff to include approving hiring decisions, recruitment activities, personnel hiring procedures, and supervising human resource staff to include evaluating employees, assigning work, and making final decisions.	Daily	D6
3.	Manages resources to include budget, personnel, and facilities by preparing, maintaining, and providing controls.	Daily	D6
4.	Maintains ongoing effective communication with district administration, schools, community, and all assigned staff to include policy and budget issues.	Daily	E8
5.	Attends Governing Board, Superintendency, and cabinet meetings and advises Superintendent and Governing Board.	Daily	E8
6.	Oversees analysis, maintenance, and communication of records required by law such as personnel files, transfer documents, retirement information, leaves, and discipline actions including making final decisions on record keeping requirements and procedures.	Weekly	D6
7.	Consults with legal counsel in all matters involving personnel to ensure compliance with state and federal legal requirements.	Weekly	E8
8.	Directs and manages employee benefit program to include final approval of procedural matters.	Monthly	D6
9.	Leads Governing Board Meet and Confer teams in negotiating contracts and acts as liaison with Governing Board, administration, and employee associations to include advising and recommending negotiation positions and strategies to Board.	Monthly	E8
10.	Performs other duties of a similar nature or level.	As Required	N/B

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Knowledge (position requirements at entry):

Knowledge of:

- Basic principals of human resource management to include hiring, termination, employee benefits, compensation, and contract negotiations;
- Federal and State laws governing public school personnel and discrimination;
- School district policies and procedures;
- Budgeting and accounting.

Skills (position requirements at entry):

Skill in:

- Using computer and accompanying software applications;
- Using office equipment such as camera;
- Reading, analyzing, and interpreting complex documents, laws, and regulations;
- Writing original documents and letters and analysis and interpretation of legal issues clearly and concisely;
- Working with mathematical concepts and formulas including statistical information, percentages, and ratios;
- Public relations and speaking effectively and persuasively to groups and boards including negotiation techniques and collaborative approaches;
- Problem solving and applying principles of logical or scientific thinking to a wide range of intellectual and practical problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Master's Degree in Human Resources, Education, Business Administration or closely related field and three years experience in Human Resources at or above the management level and three years experience as a school administrator or as a manager in a related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

May require a State of Arizona Superintendent's Certificate.

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Physical Requirements:

Positions in this class typically require: reaching, fingering, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to high stress, high intensity of work load, little control over crises, situations, and respective time lines, and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (ARK)

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