



## ISAAC SCHOOL DISTRICT NO. 5

3348 West McDowell Road  
Phoenix, Arizona 85009-2416  
(602) 455-6700 - Fax (602) 278-1693

### ***ASSISTANT SUPERINTENDENT/EXECUTIVE DIRECTOR OF HUMAN RESOURCES***

**FLSA Exempt:** Yes

**Salary Schedule:** Administrative

**Department:** Human Resources

**Reports to:** Superintendent

**Date:** January 2007 - Open Until Filled

**Supervises:** Certificated and Classified Human Resource assistants  
Other classified staff as assigned

**Primary Function:** To serve as the responsible line administrator for human resource services.

**Qualifications:**

1. Master's Degree in Administration or a related field preferred
2. Three years Personnel/Human Resources experience preferred
3. Three years Principal and Teaching experience in a multi-cultural, urban setting preferred or equivalent Human Resources experience
4. District Office experience preferred
5. Bilingual preferred
6. Arizona Superintendent Certification preferred

**Assigned Responsibilities:**

1. Develops, recommends, interprets, and evaluates policies, regulations, procedures, and standards pertaining to human resource services and employee relations.
2. Supervises and evaluates the performance of assigned staff in accordance with established evaluation procedures.

3. To regard human resource management as a service function, its mission being to employ, deploy, develop and nurture all personnel resources required for district services, with special emphasis in recruitment of bilingual teachers and administrators.
4. To assist in the evaluation of performance of all employees by developing in-service training, by counseling with evaluatees and evaluators, and working with advisory committee to review and revise the process.
5. Provides pertinent information, reports progress and needs, and recommends necessary actions concerning human resource services to the Superintendent.
6. Provides human resource information for the Board, central office staff, field staff, parents, and community; supports school staffs in their relations with these same groups.
7. Coordinates the activities of the department and the employee relations program with other district departments, schools, and outside agencies as necessary; provides guidance for administrative and supervisory staff in employee relations.
8. Promotes, coordinates and monitors the District professional growth program for certificated staff and skills development program for classified personnel. Administers the internal transfer and reclassification procedures for district personnel.
9. Directs the processing of applications from persons who wish to do internships in the district (including obtaining agreement from administrators involved) and notifies the applicant of approval or disapproval.
10. Insures that adequate and secure personnel records are maintained on all employees.
11. Directs and coordinates the efficient and timely scheduling of substitute personnel and time accounting program.
12. Initiates recommendations for staffing needs; provides for the selection, orientation, training, development, and maximum utilization of assigned staff.

13. Plans and administers an operating budget for the department.
14. Oversees wage and salary administration, personnel research, and employee special services that include employee records, benefits, and insurance.
15. Develop and administer an induction program to all District employees with the Teaching and Learning Department.
16. Serve as a representative of the District in its relationships with employee organizations by conducting activities to establish and maintain effective employee-management relationships, including Interest Based Negotiations and the grievance procedure.
17. Plans and coordinates the development of statistical, financial, and management information related to employee relations; compiles pertinent information for use during legislative sessions.
18. Provides assistance to other administrators with evaluations of employees under their supervision.
19. Acts as the designated affirmative action officer for the District.
20. Responsible for providing record keeping procedures for hourly employees consistent with Fair Labor Standards Act.
21. Assists the designated ADA compliance officer for the District.
22. Assists in coordinating record keeping procedures for OSHA compliance.
23. Works with the Director of Finance to coordinate and integrate personnel and payroll functions.
24. Performs other duties as assigned.

**SALARY: ADMINISTRATIVE SALARY SCHEDULE**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**