

# FENTON COMMUNITY HIGH SCHOOL DISTRICT 100

## JOB DESCRIPTION

**TITLE:** Assistant Superintendent for Human Resources

**REPORTS TO:** Superintendent

**QUALIFICATIONS:** Valid Illinois Professional Licensure (PEL) with a General Administrative Endorsement or a Principal Endorsement. Successfully completed the Growth Through Learning Teacher Principal Evaluation Pre-Qualified Training. Previous administrative experience required.

**TERM:** Full-time, Twelve (12) Months

**PRIMARY FUNCTION:** Assumes responsibility for the leadership and administration of the human resource department and collaborates with other administrators and staff on the overall management of the school district.

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The Assistant Superintendent for Human Resources shall be responsible for the following duties, including, but not limited to:

### **ASSIGNED RESPONSIBILITIES:**

#### **I. Administrative and Organization**

- Demonstrates support for the District vision, mission, beliefs, and goals.
- Serves as a member of the District Leadership Team collaborating with colleagues across all positions, community members and partners, families, and students to accomplish the District's goals.
- As a member of the District Leadership Team, contributes expertise and work specific to human resources and collaborates as needed across all areas of leadership.
- Lead annual processes related to determining and implementing staffing based on student needs and available resources.
- Assists with the development and implementation of the master schedule.
- Assists with district and school safety.
- In collaboration with other administrators, prepares, supports, and plans for professional development for staff and licensed educators, including administrators.
- Attends and participates in Board meetings, providing updates to the Board of Education as needed.
- Coordinates and facilitates labor meetings with collective bargaining units.
- Implements and adheres to all Board of Education policies and regulations, and all administrative rules and procedures.

- Regularly provides information and updates to the Superintendent, Board of Education, staff, and community.
- Collaborates with administrative staff on school issues and concerns.
- Participates in meetings and committees associated with school functions, both within and outside the school district, as directed by the Superintendent.
- Provides the Board of Education with monthly updates and actions related to human resources.
- Abide by all State of Illinois laws, rules, and regulations relative to school districts and to employment. codes relative to all educational processes.

## **II. Human Resource Functions**

- Monitors and supervises the implementation of accurate seniority lists for the District, and posts them annually.
- Supervises the development and accuracy of the Honorable Dismissal List per State of Illinois laws, rules, and regulations.
- Supervises and oversees the preparation and timely submission of all documents required by the Federal Government, State of Illinois, the Regional Office of Education, and other governmental agencies related to Human Resources.
- Oversees the hiring process, including but not limited to: postings, application review, interviews, required documentation, and School Board approval.
- Coordinates all personnel matters efficiently and confidentially. Utilizes confidential and personal information for professional purposes only.
- Supervises and monitors the management of all personnel files and information contained therein.
- Ensures District compliance with mandated trainings; state and federal laws, rules, and regulations; and District policies.
- Ensures District compliance with employees' and employer rights and responsibilities and communicates with employees regarding these based on federal and state laws, rules, and regulations, and District policies.
- Oversees evaluation documents for all employee groups.
- Coordinates new teacher induction, mentoring, and professional development with assigned administrators.
- Participates in collective bargaining negotiations with bargaining units.
- Monitors the substitute teacher process, training, and systems used to implement absences and substitute assignments (e.g., AESOP).
- Collaborates and meets regularly with the Chief School Business Official regarding human resources and financial matters.
- Manages all issues related to all labor contracts, including but not limited to: grievances, past practices, and contract interpretations.
- Supervises personnel in the Human Resources department and other personnel as assigned.
- Coordinates Title IX and sexual harassment policies and procedures, including training and investigations.

- Oversees the staffing and master schedule process, including assisting with details such as assisting with the sectioning process.
- Supports student employment and student internship/work-based learning with human resources expertise.
- Supports district partners who seek to/are providing internship/work-based learning experiences to students in collaboration with the District on human resources questions related to the internship/work-based learning experience.
- Meets regularly with administrators to discuss any human resource issues.
- Implements progressive discipline regarding personnel issues.
- Oversees all security matters for the school district.
- Supervises and facilitates the professional development of support staff and addresses other issues related to the support staff contract.
- Oversees required and mandated trainings (e.g., GCN).
- Supports the District FOIA Officer, as needed.
- Organizes and serves on school-wide committees (e.g., Joint Committee, Job Descriptions Committee, and Insurance Committee)
- Other duties as assigned by the Superintendent.