

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Assistant Superintendent of Human Resources
Prepared Date:	7/1/2021
Revised Date:	9/1/2023
Work Year:	220 days
Department:	Human Resources
Reports To:	Superintendent of Schools
Salary Range:	APT Salary Schedule
Benefits:	Fringe Benefits based on Schedule C Benefits
Status:	FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Assistant Superintendent of Human Resources is responsible for the development, implementation, and management of the comprehensive services and systems of the Human Resources Department; responsible for administering, monitoring and implementing the District's personnel policies and procedures; will manage compensation, benefits administration, employee/labor relations, negotiations, recruitment/hiring, retention, substitute system, evaluations, performance management, and the dismissal of staff; provides leadership to the Administrative Team in all areas relating to personnel, contract administration and risk management; Ensure employment law compliance; Serve on the Superintendent's Cabinet, district committees, boards, and councils.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Colorado Principal License within 60 days from date of hire
- Master's Degree in Education related field
- Five (5) years of successful human resources management or public school administrative experience
- Ten (10) years of successful human resources or classroom teaching experience
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in District level administration
- Senior Professional of Human Resources (SPHR) or equivalent certification

KNOWLEDGE AND SKILLS:

- Strong technical skills and knowledge of human resources processes, procedures, practices, and policies
- Strong knowledge of how to conduct an investigation regarding: hostile working environment, sexual harassment, ADA noncompliance, and EEOC.
- Experience in a unionized setting and knowledge of labor relations laws, practices and procedures
- Knowledge of the selection, training, and supervision of personnel
- Knowledge of school employment law, personnel law, and hearing procedures
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to work cooperatively with others in a diverse educational community
- Knowledge of the functions of personnel, wage and salary administration, contract interpretation, investigations, evaluations, supervision, and discipline
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.
- Ability to establish and maintain effective working relationships with school communities, staff, board members, committee members, public officials, and the general public

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities.

Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

Recruiting and Hiring

- Oversee the design and implementation of recruitment and hiring systems for administrative, professional, licensed, classified, and substitute employees

Evaluation

- Design, manage and monitor the administrative, professional, licensed and classified evaluation systems
- Advise principals and other supervisors on evaluation and performance issues

Employment Law Compliance

- Ensure district compliance with state and federal statutes, policies, and regulations related to Human Resources including the Fair Labor Standards Act, Americans with Disabilities Act, Equal Employment Opportunity Commission, and Civil Rights Act
- Oversee government program administration for areas such as workers compensation, unemployment, and Family Medical Leave
- Advise principals, hiring managers and department directors on employment law and performance issues (including discharge and discipline)
- Ensure compliance under Every Student Succeeds Act (ESSA) regulation and state licensure mandates
- Oversee the district's employee/applicant background check and fingerprint process
- Work with the district's legal counsel and opposing counsel on legal cases and issues

Labor Relations

- Serve as lead negotiator for the district in contract negotiations with Teacher Association (PEA)
- Direct, coordinate and facilitate the negotiations process with other employee groups
- Serve as liaison between the Superintendent and the negotiations teams
- Inform negotiating team about relevant research and theory in the compensation field and provide current market information
- Review negotiation proposals for congruence with educational policy and law
- Maintain, update and revise the employee agreements
- Process Association grievances and serve as hearing officer as appropriate for the purpose of reaching resolutions that provide a healthy work environment

Employee Relations

- Participate in the district strategic planning committees
- Communicate important Human Resources issues, responsibilities and projects to principals and hiring managers
- Establish and maintain positive working relationships with key district staff and association/bargaining units' leadership in order to maximize effectiveness of Human Resources toward the achievement of District Strategic Plan
- Work with employees and supervisors in resolving employee relations problems and

conflicts, including mediations and facilitations

- Implement complaint and discipline procedures.
- Oversee the design and implementation of tuition reimbursement programs for district employees
- Provide ongoing training on personnel related functions and issues to site managers, supervisors and employees
- Investigate or coordinate investigations into employee complaints to include, but not limited to, allegations of employee misconduct, discrimination, harassment, and whistleblower complaints for all employees

Compensation and Job Classification

- Design, implement and maintain administrative, professional, licensed, classified and extra duty compensation systems and salary schedules
- Monitor administrative, professional, licensed and classified compensation committees
- Oversee compensation systems including placement of positions in the classification system, salary placement and reclassifications and analyzing salary survey data and internal equality

Benefits Administration

- Design, implement and manage district's health benefits programs
- Oversee the administration of the district's vision, life, deferred compensation, flexible spending accounts, leaves of absence, short term and long term disability and retirement programs
- Ensure compliance with the HIPPA privacy regulations
- Ensure benefits programs are administered in compliance with district policy and governmental regulations

Other

- Supervise and evaluate the performance of staff assigned to his/her supervision
- Protect organization's value by maintaining confidentiality in all aspects of assignments
- Support the implementation, communication, and observance of all Board of Education Policies and Administrative Procedures by the district staff in order to meet state statutes and ensure consistent and equitable governance
- Collaborate with a wide variety of internal and external personnel (i.e. other administrators, employees, Board Members, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining Human Resources services and programs
- Direct department budget(s), expenditures, and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements
- Perform all duties pertaining to committees, workshops, conferences, reports, task forces, and meetings, including but not limited to, compilation and preparation of preliminary drafts for various reports, special studies or surveys, and others as assigned by the Supervisor
- Attend board meetings, as necessary, to facilitate district communication and maintain congruence with district goals
- Process information using word processing, email, internet, work order system, purchase order system, supply and data processing request systems, and other computerized

processes as needed

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Superintendent of Schools

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: 40 lbs.		X			
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.