

SCHOOL DISTRICT OF BAKER COUNTY  
JOB DESCRIPTION

**ASSOCIATE SUPERINTENDENT OF HUMAN RESOURCES**

**QUALIFICATIONS:**

- (1) Master’s Degree from an accredited educational institution, which must include coursework in school administration, human resource management, or public/business administration.
- (2) Certification in Educational Leadership and School Principal.
- (3) Minimum of seven (7) years experience which includes five years as a Principal.

**KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrated knowledge of the collective bargaining process and of Florida law and the Administrative Code as it relates to human resource management. Knowledge of Federal rules and regulations governing the employment process. Knowledge of Florida’s funding mechanisms and budgeting. Ability to communicate orally and in writing. Possess the ability to use high-level interpersonal skills in order to maintain effective working relationships. Possess skills related to problem solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Knowledge of the interface activities between the mainframe computer and the division/department data management function.

**REPORTS TO:**

Superintendent

**JOB GOAL**

To assist the Superintendent substantially and effectively by providing leadership of the planning, development, maintenance and evaluation of the district’s human resources management and development system to support and provide oversight for successful educational programs throughout the district.

**SUPERVISES:**

Coordinator of Human Resources Services  
Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

- (1) Provide oversight for:
  - ◆ Human Resources Services
  - ◆ Retirement
  - ◆ Certification
  - ◆ Equity
- (2) Provide advice to the Superintendent as to the personnel status of the school system and the wise use of personnel services.
- (3) Direct and monitor certification and fingerprinting requirements for all employees.
- (4) Coordinate the process of collective bargaining and employee relations.

- (5) Direct, coordinate, and monitor the district's school safety program.
- (6) Direct and coordinate the Baker County Education Foundation and Take Stock in Children Program.
- (7) Prepare all required reports and maintain all appropriate records.
- (8) Direct, coordinate and disseminate legislative additions and changes pertaining to School Board Policies.
- (9) Supervise the evaluation process of all personnel within the Division of Personnel Services, as well as, overall supervision of the evaluation of all personnel within the school system.
- (10) Coordinate and manage the process of selection of central staff and school administrative personnel.
- (11) Assist the Superintendent in organizational analysis and development.
- (12) Coordinate and manage the development and implementation of personnel policies and procedures.
- (13) Plan and direct recruitment programs for certificated and classified employees and monitor critical employee classification.
- (14) Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.
- (15) Direct and monitor the processing of leave requests in accordance with law, regulation and School Board Policy.
- (16) Collaborate and cooperate with other agencies, serve as liaison with social, professional, civic, volunteer, and other community agencies.
- (17) Serve as Superintendent in the Superintendent's absence and respond to all inquiries and concerns in a timely manner.
- (18) Coordinate and monitor the position control system.
- (19) Serve on the Superintendent's Executive Leadership Team.
- (20) Use effective positive interpersonal communication skills.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

## **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 projects.

## **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.

\*Essential Performance Responsibilities

Job Description Supplement Code 3