

**Park City School District
Park City, UT**

Title: Associate Superintendent of Human Resources

Reports To: Superintendent

Job Description:

To provide leadership and direction for human resources programs, assessment and evaluation programs and technology services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines and serving as a member of the leadership team.

Essential Functions:

- Administers a wide variety of personnel policies, processes and employment agreements (e.g. recruitment, selection, hiring, orientation, employment contracts, compensation schedule, etc.) for the purpose of conforming to District policies, relevant laws, contracts and agreements.
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Consults and advises administrators on a wide variety of sensitive personnel issues (e.g. discipline, hiring, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations.
- Coordinates the recruitment process (e.g. advertising vacancies, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining a highly qualified staff.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Investigates grievances and/or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.
- Monitors a variety of processes (e.g. certificated and classified posting process, certified and classified placements, personnel transfers, new employee orientation, departmental procedures, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements.
- Participates in collective bargaining processes for the purpose of assisting district

negotiation of labor agreements. Participates in meetings, workshops, job fairs and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.

- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, parental requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.

Implement the Critical Components of a Successful District:

Articulates the district's mission, vision, values, and goals, which drive the strategic plan, master planning, district learning plan, school improvement plans, and teacher and principal evaluations to ensure:

- A Positive School Climate and Culture
- Aligned Curriculum
- Effective Instruction
- Supportive Community and Family
- Strong Education and Instructional Leadership
- Professional Development and Capacity for all Staff

Responsible For:

1. Governing Board

Communicates to the board on personnel, student assessments, educator evaluation, staffing, licensing and other district programs as necessary. Ensures all BOE policies are implemented and followed, participates in the BOE Policy Committee and Educator Evaluation Committee.

2. District Office Management

Oversees all Human Resources, State Level Student Assessment and Information Technology, Ensures the administration of personnel policies and programs, state level student assessment policies and programs and responds to all personnel and student assessment issues as required. Facilitates the hiring of district level personnel hirings. Implements State and Federal laws.

3. Administrative Team

Provides leadership, monitoring and collaborative support to the district administrative team, principals and vice-principals regarding personnel issues, licensed and classified employee evaluations, state-level assessment of students, and instructional technology needs. Provides direction and support in achieving the District Learning Plan as well as following BOE policies, State and Federal law and current trends in the field.

4. Instructional Technology

Provides supervision, direction and support of district instructional technology by working with the Instructional Technology District Staff, Data Services, Technology Advisory Committee (TAC), and school-based Instructional Technology Coaches and Educational Technology Specialists (ETS).

5. State Level Student Assessment

Serves as liaison between the school district and Utah State Office of Education to facilitate state level student assessments based on State and Federal law. Coordinates efforts of Evaluation and Assessment services to provide information and direction for BOE, District Admin Team, school principals and vice-principals.

6. District Records Administration

Complies with GRAMA and other state and federal records in collecting maintaining, securing, and providing district records.