

Assistant Superintendent for Human Resources

Duties and Authority

The Assistant Superintendent for Human Resources is responsible for all facets of human resources including recruiting, supervising, and developing staff members; negotiating contracts with employee groups, maintaining records and standards; and interpreting contracts, agreements, and work rules. The Assistant Superintendent for Human Resources insures the District's workforce provides services to schools and students at the highest levels of professional service and practice. The Assistant Superintendent for Human Resources works with the District Controller to prepare a staffing plan for the District that will enable the District to serve the needs of its students in an effective yet economical manner. The Assistant Superintendent for Human Services prepares reports pertaining to human resources as required by the Board of Education, County, State, and Federal agencies.

Administrative Relationship

The Assistant Superintendent for Human Resources is employed by the Board of Education and reports to the Superintendent of Schools.

Qualifications

The Assistant Superintendent for Human Services must have a substantial academic and experiential background in the areas of school law, staff development, and personnel administration. The Assistant Superintendent for Human Resources must at minimum hold a master's degree in education administration or equivalent and a valid Illinois Type 75 Administrative Certificate issued by the State Certification Board.

Evaluation

The Superintendent shall annually evaluate the Assistant Superintendent for Human Resources and make employment and salary recommendations to the Board of Education.

Compensation and Benefits

The Board of Education and the Assistant Superintendent for Human Resources shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Assistant Superintendent for Human Resources. These recommendations will be presented to the Board no later than the July Board meeting.

Terms of Employment

The work year for the Assistant Superintendent for Human Resources shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Assistant Superintendent for Human Resources shall have vacation periods as approved by the Superintendent.

Adopted: 4/19/76

Revised: 2/22/10