

**Dumas ISD**  
**Assistant Superintendent for Personnel**  
**Job Description**

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**Job Title:** Assistant Superintendent for Personnel

**Wage/Hour Status:** Exempt

**Reports to:** Superintendent

**Pay Grade:** 15

**Dept. /School:** Central Office

**Date Revised:**1/06/11

**Primary Purpose:**

Provide leadership for human resource activities to ensure high quality staffing and retention of district personnel. Recommends and implements legally sound and effective human resource management programs, policies, and practices. Responsible for the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, employee relations, and benefits.

**Qualifications:**

**Education/Certification:**

Master's degree in education administration  
Mid-Management Certification and Superintendent Certification

**Special Knowledge/Skills:**

Knowledge of the selection, training, and supervision of personnel  
Knowledge of wage and salary, benefits, and performance appraisal  
Knowledge of school employment law, personnel law, and hearing procedures  
Ability to implement policy and procedures  
Ability to analyze and interpret data and statistics  
Ability to manage budget and personnel  
Strong communication, public relations, and interpersonal skills

**Experience:**

Five years successful, administrative experience in human resources or public schools.

**Major Responsibilities and Duties:**

**Employment**

1. Develop recruitment and retention strategies for district personnel.



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2. Develop and implement a screening and selection process for all employees.
3. Work with principals and other administrators to forecast staffing needs and develop staffing plans.
4. Ensure that all teachers are highly qualified.
5. Administer and oversee orientation programs for new employees.
6. Administer employment contracts and supervise contract renewals and non-renewals.
7. Provide equal employment opportunity and work cooperatively with others to ensure compliance with federal and state laws and regulations.
8. Assist supervisory personnel in conducting due-process procedures.
9. Direct and monitor employee performance appraisal and ensure that supervisors have proper training.
10. Assist supervisors and principals with employee counseling and improvement plans where needed.
11. Oversee the necessary processing for issuance and renewal of state certificates and permits.

**Compensation and Benefits**

12. Analyze wage and salary data and recommend effective compensation plans.
13. Develop and implement procedures for salary administration and placement of new hires.
14. Administer leave benefit programs and monitor employee attendance patterns.
15. Develop and implement procedures for the preparation and updating of job descriptions and for the proper classification of positions in the district compensation plan.
16. Administer the teacher salary schedule and service records.
17. Oversee compliance with federal wage and overtime laws and ensure proper timekeeping for nonexempt personnel.
18. Works with finance to calculate cost estimates for compensation and benefit recommendations.
19. Works with insurance vendors and third party administrators.
20. Provides employees with information about benefits and advocates on their behalf.



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21. Reviews and recommends changes in benefit programs.

**Employee Relations**

22. Promote collegiality, teamwork, and collaborative decision making among staff.
23. Implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.
24. Implement and oversee effective district wide employee recognition programs.
25. Coordinate communication and mediation processes for employee complaints, grievances, and concerns.
26. Monitor employee retention and turnover through analysis of data and exit interviews.
27. Ensure that the employee handbook and personnel directory are created, updated annually, and distributed.

**Budget**

28. Ensure that programs are cost effective and that funds are managed prudently.
29. Develop and monitor the annual budget for the department.
30. Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned.

**Records**

31. Supervise personnel records management and oversee compliance with the state records management program (may serve as designated records management officer).
32. Develop and maintain systems for retrieval of information in support of all programs.
33. Compile, maintain, file, and secure all physical and electronic reports, records, and other required documents.

**Human Resource Department**

34. Hire, organize, and direct the work activities of department staff.
35. Evaluate job performance of department staff to ensure effectiveness.



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- 36. Provide training and development for department staff.
- 37. Ensure that department operations contribute to the attainment of district goals and objectives.
- 38. Develop and monitor the annual budget for the department.

**Other**

- 39. Attend board meetings regularly and make presentations to the board.
- 40. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.
- 41. Oversee the Teacher Recruitment Program.
- 42. Coordinate the New Teacher Mentor/Teacher Academy
- 43. Oversee the fingerprinting/certification process.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of human resource department staff.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent district wide, and statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Approved by

Date

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Reviewed by

Date

