

# Columbia Public Schools

## Chief Human Resources Officer/ Assistant Superintendent of Human Resources (5931)

### JOB POSTING

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#### **Job Details**

Posting ID

**5931**

Title

**Chief Human Resources Officer/ Assistant Superintendent of Human Resources**

Description

#### **POSITION PROPERTIES**

Position Title	Chief Human Resources Officer/Assistant Superintendent of Human Resources		
Schedule / Grade	Salaried-Min/Max	Job Code	
FLSA	Exempt	Calendar	ADSUP-S
Benefits	Benefit-eligible	Contract Type	Administrative
Bargaining Unit	None	Revised Date	02/14/2022

#### **PURPOSE**

The job of Chief Human Resources Officer/Assistant Superintendent of Human Resources was established for leading the overall delivery of the Human Resources programs and services. The leader of this department will be responsible for planning, designing, evaluating, maintaining, and sustaining systems and processes as they relate to talent recruitment and employee support. The leader of this department will be the face of the organization and will serve as a resource both inside and outside the organization. The entire organization will look to this leader to hold us all accountable to the policies, processes, procedures, and values of the school district.

*If the successful candidate has Missouri administrator certification, the job title will be Assistant Superintendent of Human Resources. Otherwise, the job title will be Chief Human Resources Officer.*

#### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Join a team of educators focused on high academic achievement, enrichment, and opportunity for all students.
- Learning alongside other leaders and participating as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. labor relations, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- In partnership with the CFO, assist the Assistant Superintendent for Elementary Education and the Assistant Superintendent for Secondary Education in developing projections for staffing needs.
- Works to strengthen the teacher induction program
- In collaboration with district leaders, plan, direct, coordinate and participate in the recruitment of certified and classified candidates on the basis of their qualifications.
- Oversee the recruitment candidates for classified and certificated job openings for the purpose of filling vacant positions within the district with the most qualified and capable people.
- Promotes diversity in hiring and retention practices
- Harvest the collective wisdom of district stakeholders to establish shared images of success in order to define what great teaching resembles and the qualities of great teachers.
- Coordinate new and maintain existing employee performance evaluation programs, including the design and training of supervisors.
- Plan, direct, coordinate and participate in ensuring compliance with all applicable federal and state law as it relates to personnel.
- Administers federal, state, and local compliance and labor codes/regulations/policies for the purpose of ensuring compliance with all regulatory requirements.

- Supervise the certification process and the constant monitoring of certification issues
- Administer provisions of district procedures dealing with transfers, discipline, leaves, resignations, retirements, and absences.
- Assist the administrative team in fostering positive connectedness (interpersonal relations) with all stakeholders, including a process for gathering feedback from stakeholders for the purpose of addressing the Human Resource needs of the district.
- Strong communication and interpersonal skills.
- Through empathy and compassion, establish and maintain effective working relationships with staff and the school community.
- Perform a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, terminating, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Ensure compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.
- Understands and adheres to Board policies and procedures

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

### **DISTRICT EXPECTATIONS**

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

### **REPORTING RELATIONSHIPS**

Reports To: Superintendent

Supervises: Exempt and non-exempt human resources personnel.

### **QUALIFICATIONS**

Minimum: Bachelor's Degree with specialization in educational administration, personnel, business or related degree;

Three (3) years of experience in public and/or educational administration including three (3) years of increasingly technical personnel experience;

Preferred:

Hold or be eligible for a Missouri Superintendent Certificate;

Doctorate degree preferred. PHR or SPHR certification preferred.

Training in or experience with collective bargaining procedures;

Experience in labor management practices and current trends in employee relations

### **ADA REQUIREMENTS**

Language: Present information including formal presentations. Respond to questions, concerns, and complaints and respond appropriately. Read, analyze, and interpret complex documents. Write business correspondence, including staff memoranda and articles. Keep information confidential as required by law, policy, or the nature of a particular situation

Computation: Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Interpret instructions furnished in written, oral, diagram or schedule form. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement

Technology: Demonstrate strong computer skills including word processing, and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Other Skills: Demonstrate excellent listening, interpersonal, and non-verbal communication skills. Demonstrate excellent written and oral communication skills. Manage multiple tasks simultaneously.

Maintain collegial working relationships with staff. Maintain a positive relationship with members of the community. Effectively manage conflict.

Physical Demands: While performing the duties of this position, an employee is regularly required to move about, talk, and hear; Close vision ability to look at a computer screen for long periods of time is required. Travel between district facilities. Moderate amount of travel, both in and out of state.

Attendance: Consistent and regular attendance is an essential function of this position. Expected to attend Board meetings and other District events throughout the community.

Conditions and Environment: The work environment is consistent with a typical office environment; at times, many staff members may be present and speaking simultaneously. Frequently required to work irregular or extended hours, including evenings and weekends.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

**Equal Opportunity Employer**

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>Min to Max</b>
<i>Salary Code</i>	<b>Annual (Salaried)</b>	<i>Job Category</i>	<b>Administrative (Certified)</b>
<i>External Job Application</i>	<b>Administrative - Certified</b>	<i>Internal Job Application</i>	<b>Administrative - Internal</b>
<i>Location</i>	<b>Aslin - Administration Bldg.</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>02/14/2022</b>	<i>General Start Date</i>	<b>02/14/2022</b>
<i>Internal End Date</i>	<b>03/07/2022</b>	<i>General End Date</i>	<b>03/07/2022</b>

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>	<b>Professional/Salaried Survey</b>
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