



Longview Independent School District

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES AND COMMUNITY RELATIONS

JOB TITLE:	Assistant Superintendent, Human Resources and Community Relations	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Superintendent	TERMS:	226 Days
DEPARTMENT:	Human Resources and Community Relations	PAY GRADE:	Administrative 8

PRIMARY PURPOSE:

Provide oversight for Human Resources, Business and Finance, and Administrative and Pupil Services Departments to ensure quality staffing and effective practices in personnel management; manage the policy development process of the district by interpreting and recommending board policies; provide for the development and delivery of a comprehensive wellness program for the employees of the district; provide positive public relations between the school district and community; prepare and provide information to the public about the activities, goals and policies of the school district; distribute pertinent information about the district and its activities to employees

QUALIFICATIONS:

Minimum Education/Certification:

Masters degree in Educational Administration or management related field from an accredited college or university
Valid Educational Administrator's certification preferred
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

Special Knowledge/Skills:

- Writing, editing, and public speaking skills
- Knowledge of school finance, taxation, elections, and the legislative process
- Effective communication skills in dealing with applicants, staff, and the public
- Ability to exercise judgment in decision-making

Minimum Experience:

Five years successful administrative experience or an equivalent amount of personnel and communication experience in the private sector in journalism, communications or school administration; Such alternatives to the above qualifications as the board may find appropriate



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MAJOR RESPONSIBILITIES AND DUTIES:

Community Relations

1. Ensure that public information operations are supportive of the instructional goals of the district
2. Serve as the information liaison between the school system and the community at large
3. Assist school personnel in publicizing and promoting programs, exhibitions, etc., that are sponsored by the schools
4. Prepare and edit special publications
5. Plan and organize district service awards programs
6. Assist in developing and publicizing reports related to the performance of the district and articulation of district goals and objectives
7. Direct and manage the district's Public Information Department
8. Prepare certificates/plaques for recognition/achievement ceremonies
9. Compile budget and cost estimates based upon documented program needs
10. Implement the policies established by federal and state law, State Board of Education rule, and the local board policy in the area of public information
11. Articulate the district mission and goals in the area of public information to the community and solicit its support in realizing the mission
12. Demonstrate awareness of district-community needs and initiate activities to meet those identified needs
13. Demonstrate the use of appropriate and effective techniques for community and parent involvement

Human Resources

14. Serve as a member of Superintendent's Cabinet and participate in the strategic planning process



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Human Resources (continued)

15. Participate in the development and implementation of the school district's goals, policies, and programs
16. With guidance and approval of the Superintendent and School Board, develop the Human Resources Department's goals, programs, projects, plans, and financial projection; develop, organize, and define the district's human resources management organizational structure, positions, and staffing; and develop and manage the department's budget
17. Directly or through subordinate managers, supervise and manage the Human Resources Department, Business and Finance, and Administrative and Pupil Services staff; supervise and evaluate departmental supervisors, CFO, Assistant Superintendent, Administrative and Pupil Services, Human Resources Director, and Chief Communications Officer; establish departmental priorities, conduct departmental staff meetings, define and direct the department's staff development activities, and provide guidance on critical and complex problems and policy interpretations
18. Work collaboratively with other senior management, principals, and their staff, and involved community or other external contacts, to develop and implement broad initiatives, establish and maintain effective work relationships, and resolve broad, sensitive and/or complex issues
19. Direct the development, revision, and approval of proposed new and revised board policies and administrative procedures relevant to human resources management, to ensure compliance with School Board guidance and governmental regulations; recommend final proposed policies and procedures for the Superintendent and School Board approval
20. Ensure collegial working relationships, effective teamwork, and open communication among departmental staff; and high quality provision of services, assistance and information by department staff to district management and staff, applicants, and the general public
21. Approve and/or recommend approval of ongoing district-wide human resources management actions, including staff selection, certification, transfers, promotions, negotiated salary, leaves of absence, termination, and other ongoing personnel actions



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Human Resources (continued)

22. Determine, approve, or recommend approval of exception to human resources policies and procedures
23. At the discretion of the Superintendent and School Board, represent the district human resources program at professional conferences, community meetings, with the press, and at other external, frequently high-profile events

Other

24. Comply with district policies, as well as state and federal laws and regulations
25. Adhere to the district's safety policies and procedures
26. Maintain confidentiality in the conduct of district business
27. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
28. Demonstrate regular and prompt attendance
29. Perform such other tasks and assume other responsibilities as assigned by the superintendent

SUPERVISORY RESPONSIBILITIES:

Supervise, manage, and evaluate the performance of departmental supervisors, chief financial officer, assistant superintendent, administrative and pupil services, human resources director, and chief communications officer

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data; this position is “high profile”, and may be responsible for handling highly emotional or potentially dangerous individuals, as well as highly charged public situations such as irate community groups or the press

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy of evaluation of administrative personnel

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017