



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Deputy Superintendent of Human Resources**

Position Type: Exempt	Department: Human Resources
Salary Schedule: Exempt	Reports to: Superintendent
Salary Range: 10	Location: District Office
Term of Employment: 12 months	Date: July 1, 2020
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Provides effective leadership, strategic planning, supervision and direction in developing and maintaining the best possible Human Capital services for the Deer Valley School District and directs the day-to-day operations of all functions and departments that are within the scope of supervision.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Supervises and provides leadership, direction, guidance and support to the Human Resources Department, as well as other assigned departments or functions.
- Assumes leadership for development and revision of personnel policies and regulations.
- Develops and maintains appropriate procedures for recruitment, selection, assignment, evaluation and termination of personnel.
- Assists Superintendent in the final decision regarding employment recommendations. Prepares recommendations for the Superintendent's submission to the Board of Education.
- Facilitates the approval, review and revision of job descriptions and of existing positions and their respective job descriptions.
- Oversees and participates in employee group negotiations, as well as the approval processes for employee agreements. Administers and interprets the provisions of negotiated agreements within the districts.
- Works with central office administrators and building administrators in assessing and providing for professional staff development.
- Oversees and supports programming for employee recruitment, engagement, and retention.

- In consultation with appropriate district administrators, projects annual staffing needs of the school district. Oversees and manages annual staffing processes.
- Oversees employee evaluation processes for all employee groups, including compliance with applicable laws, policies, and regulations.
- Oversees employee discipline and due processes for all employee groups, including compliance with applicable laws, policies, and regulations.
- Serves as an advisor to the Superintendent on all personnel matters.
- Performs such additional duties as may be delegated by the Superintendent.
- Oversees district student open enrollment processes, including application approvals and revocations.
- Actively participates on the Superintendent's Executive Cabinet.
- Assumes primary leadership regarding legal and EEOC charges involving employment matters.
- Establishes and maintains working relationships with governmental agencies and community organizations.
- Provides direction and/or assists in representing the district in all employee grievances and hearings.
- Oversees the maintenance system for human resources' records for district employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, resignation, promotion, etc.
- Oversees the development and implementation of all Strategic Plan and Human Resources' goals.
- Oversees the development of all necessary employee handbooks, procedure and policy manuals.
- Develops salary schedules in conjunction with Fiscal Services.
- Conducts staff meetings or facilitates communications, as needed, to interpret changes in Board policy or administrative rules, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility.
- Attends Governing Board meetings, council meetings, and other meetings. Prepares reports for the Superintendent as directed.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises employees within the Human Resources Department and other departments, as assigned by the Superintendent.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and

directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Administrative Certificate.

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.

EDUCATION AND/OR EXPERIENCE:

- A Master's Degree.
- Effective Campus Principal Experience required.
- District leadership experience required.
- Valid SHRM-CP/SCP or equivalent preferred or willing to obtain within first year of employment.
- Equivalent combination of the experience and/or education from which comparable knowledge, skills and abilities have been achieved.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret professional periodicals and journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.