

## **Deer Valley Unified School District**

### **Associate Superintendent of Human Resources**

An exciting leadership opportunity exists in one of Arizona's most highly regarded school districts, the Deer Valley Unified School District. DVUSD is located in north Phoenix with its unprecedented array of business, cultural and recreational opportunities.

As one of the largest districts in Arizona, DVUSD encompasses 367 square miles including parts of Phoenix, Glendale, Peoria, Anthem, New River, Cave Creek, and a large unincorporated area of Maricopa County. DVUSD is working to educate over 34,000 students in 37 schools grades Pre-K to 12<sup>th</sup>. The Arizona Department of Education has awarded DVUSD an "A" rating for the last four (4) years. As an "A" rated school district, we are proud of our 91% graduation rate.

Excellent results require an excellent workforce. The Associate Superintendent of Human Resources plays a central role in managing the district's workforce for the future success and continuous improvement of the district. This position is responsible for designing, implementing and managing Key Strategic Priority 2 of the District's Strategic Plan, Excellence in Workforce Performance. Included is the minimum educational and experience requirement along with an outline of the Essential Functions and Responsibilities of the Associate Superintendent of Human Resources.

#### **Requirements**

- Master's degree in Public, Personnel, or Business Administration; Human Resources concentration preferred.
- Experience as a Human Resources Administrator
- Human Resources certification; SPHR preferred, other credentialed programs will be considered.
- Experience in supervision in a large organization
- Experience in strategic planning and continuous improvement; Baldrige Model preferred
- Knowledge federal, state, and local employment laws and regulations governing all activities of Human Resources.
- Experience with and skills in bargaining and the administration of negotiated agreements
- Knowledge of and skills in developing key human resources rules, policies, procedures, and processes for the purpose of increasing operational efficiencies and assuring high level customer service
- Excellent organizational ability, technology skills, oral and written communications and humans relations skills
- Experience with governmental budget preparation and administration

## **Key Functions**

- Oversees a comprehensive human resources management program for all employees and potential employees to ensure a highly effective workforce
- Develops department plan using key measures to determine progress and opportunities for improvement. Ensures the execution of the department plan by identifying key processes, establishing targets, and monitoring data
- Ensures the implementation of the certified and classified evaluation programs, including the development and executions of aligned goals for each employee
- Collaborates with the employee groups to implement DVUSD Policy, Certified Language, Classified Language, and strategic goals
- Oversees the staffing of all positions in the school system by recruiting, selecting, and employing staff as needed, transferring current employees, and reassigning those who are involuntarily transferred or returning from leave
- Plans, coordinates, reviews and manages all efforts dealing with recruitment, employment, assignment, reduction in force and employee relations

## **Benefits**

- Salary range - \$94,532.00 - \$115,363.00
- Medical/Dental Insurance
- Medical/Dental dependent coverage- if opt out \$1,500.00
- Tax shelter annuity -2% of base salary plus \$3,100.00
- Vehicle allowance - \$5,000.00
- Vacation days per year – 25
- Vacation days that may be purchased during the school year – 10
- Illness days per year – 16
- Life Insurance – equal to contract amount