

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Assistant Superintendent for Administrative Services
Location: Superintendent's Office
Job Group: Administrator
Reports To: Superintendent

Summary: The *Assistant Superintendent for Administrative Services* shall provide leadership in the areas of personnel and human resources and will provide functional management to the district's non-instructional administrative operations, such as operations and transportation. He/she will assist district with strategic planning initiatives, curriculum and will fulfill the duties of the Superintendent in his absence.

Essential Duties and Responsibilities:

Human Resources

- Coordinate the personnel and human resources needs of the school district.
- Take the lead in all employee contract negotiations for district unionized personnel and related contract administration including grievances, hearings, arbitration, etc.
- Coordinate and supervise the year-round recruitment of quality staff.
- Ensure that district hiring processes are in compliance with Board policies and applicable statutes.
- Facilitate the interview process for all administrative openings.
- Oversee issuance of work agreements and contracts.
- Review and process transfer requests for employees, in compliance with applicable contractual provisions.
- Oversee the evaluation process for all district employees.
- Coordinate "on-boarding" processes as appropriate for all employees.
- Oversee record-keeping for required professional development, certification and licensing of staff. Approve professional development course requests. Ensure that instructional staff and administrators have the proper qualifications per state and federal law.

- When necessary, conduct investigations into employee conduct and/or issue appropriate disciplinary action.
- When necessary, develop performance improvement plans for employees and/or assist other administrators in this task.
- Oversee administration of employee benefits, Workers' Compensation, FMLA and other leaves. When appropriate, approve leaves in compliance with contractual provisions.
- Oversee the following for payroll: employee attendance reports, mentor pay and column movements.
- Develop job description for new staff positions and coordinate the periodic review and revision of existing job description.
- Research employment laws and regulations to implement procedures to maintain compliance with current legal requirements.
- Oversee maintenance of various employment files and records, compilation pertinent employee information to ensure accuracy of employee's compensation, maintain eligibility for position and compliance with all federal/state and district regulations.

Curriculum and Instruction

- Provide guidance and direction to advance curriculum and instruction throughout the district.

Transportation Services

- Oversee student transportation and contract management and act as liaison to the transportation contractor.

Operations

- Oversee district planning and supervision of construction, renovation, and maintenance of school facilities.
- Work with district facility directors and principals to project student enrollments, building and facility's needs, energy consumption, capital equipment needs and other cost items for district improvement.

Title IX Coordinator

- In compliance with Federal law, OCR guidelines, and district policies, oversee all issues related to Title IX.

- Ensure that annual training is provided to all district staff regarding Title IX and sex-based harassment.
- Review and/or conduct investigations into alleged situations of sex-based harassment and ensure that the appropriate documentation is maintained.

Other Administrative Services

- Serve as district liaison with district legal counsel.
- Ensure that board policies and administrative guidelines are in compliance with legal requirements as well as meeting the needs of the district and that those directly affected by personnel policies have knowledge of relevant policies and procedures.
- Recommend and implement changes in policy and procedure.
- Attend all principal/administrator meetings and share important information.
- Attend all board of education meetings.
- Meet monthly, along with the Superintendent, with Maple Run Unified Education Association (MRUEA) leadership to jointly and proactively address concerns.
- Assist in representing Central Office at district events such as curriculum nights, academic awards, concerts, honors programs and graduation.
- Provide guidance and resources to school administrators to assist and maintain an effective educational environment.
- Serve in the absence of the superintendent as the person responsible for administration of the school district.
- Performs other duties and responsibilities as assigned by the Superintendent.

Qualification Requirements: *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.*

Education and/or Experience: Master's degree in Educational Administration or other appropriate area. Minimum of five (5) years teaching experience and a minimum of three (3) years of experience as an educational administrator.

Certificates, Licenses, Registrations: A valid Vermont Superintendent License is preferred or working towards the Superintendent license.

Math Skills: An ability to work with basic and advanced mathematical concepts such as calculations, fractions, percentages, ratios, proportions, probability, statistical inference, and to apply to practical situations.

Reasoning Skills: A demonstrated ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in written, mathematical, or diagram form and deal with several abstract and concrete variables is essential.

Other Skills and Abilities:

- Excellent interpersonal and oral and written communications skills.
- Demonstrated success working with and through people to establish and meet objectives and action plans consistent with district goals.
- Demonstrated success working within established organizational guidelines to establish and meet objectives and action plans consistent with district goals.
- Demonstrated success problem-solving within organizational constraints, to establish and meet objectives and action plans consistent with district goals.
- Ability to cultivate and maintain positive and collaborative relationships with private and public agencies.
- Demonstrated ability to work effectively with stakeholders.

***Physical Demands:** The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the School District may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk, or hear. The incumbent must use hands and fingers to write or type. Specific vision abilities required by this job include close vision, distance vision. Some driving to various locations is required.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, wellbeing, or work output of other people and meet multiple demands from several people. Some travel is required. The employee must occasionally lift and/or move up to 50 pounds.

***Work Environment:** The work environment characteristics described here are typical 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.*

The noise level in the work environment is usually moderate.

Terms of Employment: 12 Months

Evaluation: Annual Performance will be conducted by the Superintendent.

Date: February 12, 2019

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.