



## City of St. Charles School District

# ASSOCIATE SUPERINTENDENT – HUMAN RESOURCES

Reports to: Superintendent  
Classification: Certified  
FLSA Status: Exempt  
Terms of Employment: 12 Months according to Board Policy  
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy  
Compensation: Reviewed and established annually by the Board of Education

### **JOB SUMMARY:**

The Associate Superintendent of Human Resources assists the Superintendent in the supervision of personnel, development and maintenance of district policy and procedure, technology initiatives for administration and educational programs, affirmative action, administration of Federal and State law as it relates to personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Bases personnel decisions on professionally sound, documented personnel evaluation policies and procedures.
- Maintains clearly stated policies, regulations, and procedures related to the function, rights, and responsibilities of the staff.
- Ensures that those directly affected by personnel policies have knowledge of relevant policies and procedures.
- Plan, direct, coordinate and participate in the recruitment of personnel and recommends to the Superintendent certified and classified candidates on the basis of their qualifications for the particular position they are to fill in cooperation with building principals.
- Coordinates with the Assistant Superintendent for Curriculum an effective orientation program for all new staff members.
- Makes an effort to employ persons from various ethnic diversities and a variety of institutions.
- Monitors personnel policies.
- Coordinates employee performance evaluation programs.
- Authorizes salaries and/or wages.
- Administers provisions of district procedures dealing with transfers, discipline, leaves, resignations, retirement, vacations, extra-allowance positions, and absences.

- Plan, direct, coordinate, and participate in ensuring compliance with all applicable Federal and State Law as it relates to personnel.
- Generates staffing, enrollment information and personnel related expenses for the preliminary and annual budget reports.
- Monitors student enrollment projections and develops projections for staffing needs.
- Monitors and approves in-district student transfers.
- Serves as Title IX Compliance Officer for employees.
- Oversees enrollment/residency programs K-12.
- Provides assistance in the articulation and/or coordination of Student Services.
- Assists with student discipline.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.

**SUPERVISORY RESPONSIBILITIES:**

Principals as assigned, District Resource Specialist, Human Resources Office Personnel.

**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 with specialization in business, public or educational administration, personnel, or related degree; Doctorate preferred.
- Three years experience in public and educational administration including three years of increasingly responsible technical personnel experience.
- Appropriate Missouri Administrative Certification.
- Professional training in personnel selection and management, which provides a working knowledge of public administration. Equal Opportunity Employment laws and regulations, labor management relations and practices, provisions, and procedures for teacher certification, current trends in employee relations, salary plans, and current legislation in the field of personnel services.

**COMMUNICATION SKILLS:**

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:**

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. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

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

Associate Superintendent – Human Resources  
 SY 2022-2023  
 Revised SY 2023-2024