



General Definition of Work

The Assistant Superintendent of Human Resources under minimal supervision, performs senior level work with extensive decision-making discretion overseeing multiple processes as they relate to preemployment, employment, and post-employment of employees for the school district. This position plans, directs, manages, and evaluates all aspects of human resources. The employee serves as a member of the Superintendent's Executive Cabinet to further the district toward fulfillment of its vision. Employees perform highly advanced and supervisory work to carry out Board of Education policies and procedures related to a wide variety of programs and activities under the direction of the Superintendent.

Qualifications

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

Salary/Status

Board Approved Salary Schedule/Full-time, 12 months

Reports To

Superintendent

Place of Work

The normal place of work is on the premises used by Rock Hill Schools. Rock Hill Schools reserves the right to require you to work at such other place(s) as it may reasonably require from time to time.

Essential Functions

- Adhere to all state, federal, and local laws, policies, and procedures
- Lead, manage and supervise/evaluate assigned staff/programs in the district
- Develop and execute Human Resource strategies that are aligned with the district's vision, mission, and goals
- Serve as district legal compliance officer for all personnel related functions
- Serve as superintendent's designee on personnel issues
- Counsel principals and other administrators, both in an advisory capacity and by providing pragmatic assistance, on a variety of employee issues
- Direct programs and processes to ensure all school system employees are afforded the right of due process through employee grievance hearings and investigations
- Serve as a trusted advisor to the Superintendent and Board of Trustees on personnel matters and issues, staffing trends, organizational design and workforce planning
- Ensure that all Human Resources systems are fair, equitable, and adhere to state, federal, and local laws, and school board policies
- Prepare and recommend personnel policies and procedures that are compliant with laws and regulations governing school system employees
- Lead the development of innovative recruitment strategies to attract and retain top-tier talent across all levels.

- Prepare recommendations for employment, promotion, and retention of all administrative, professional, and support employees for the Board of Education
- Oversee proper administration of licensure requirements for certified staff
- Align professional development programs (such as training for mentors, alternative licensure programs, NBPTS certification, and ADEPT) for employees, including teachers and administrators, to achieve organizational goals
- Develop and maintain a comprehensive employee induction and orientation program
- Develop and maintain a comprehensive ethics training program for all employees
- Direct processes to ensure accurate management of personnel records and reporting
- Provide leadership and support for principals and assistant principals
- Facilitate and oversee the departmental budgets
- Develop and maintain a comprehensive employee evaluation system with necessary coaching and support to implement with fidelity
- Responsible for applying local, state, and federal rules, guidelines, and procedures into daily business operations under area of responsibility
- Manage workers' compensation claims while controlling district losses through a comprehensive safety program that educates employees
- Manage unemployment claims while controlling district losses at hearings
- Direct the design and administration of competitive compensation structures, benefits programs, and contracts; aligning this total rewards strategy with organizational goals to attract and retain high-performing talent.
- Facilitate/participate in professional development workshops and leadership training
- Create an inclusive environment with positive communication/public relations
- Perform related work as assigned or required

Knowledge, Skills, *Dispositions*

- Comprehensive in-depth knowledge and understanding of the principles, practices, and procedures of public school system policies and human resources programs
- Comprehensive knowledge of federal, state, and local regulatory requirements applicable to school system human resources programs
- Thorough knowledge of county and school board policies, procedures, and standards regarding funding, position control, and allotments
- Maintains professional and emotional control under stress
- Problem solves by utilizing sound judgment
- Takes initiative, works independently, and exercises sound judgement
- Systematically reviews, analyzes, and refines Human Resources practices and programs to reduce errors, boost efficiency and enhance employee experience
- Demonstrated ability to perform detailed work, planning, risk assessments, and associated risk mitigation actions
- Purposeful, yet collaborative, working in a deadline-driven, rapidly changing team environment

Education and Experience

- Bachelor's degree in education, HR Management, or related area required
- Master's degree in human resources, Educational Leadership or related area strongly preferred
- SC Certification (Principal or Superintendent) preferred



Assistant Superintendent of Human Resources *Exempt*

- Minimum of 5+ years of progressively responsible Human Resources or administrative leadership preferred,
- Prior district-level or large organizational Human Resources Leadership experience strongly preferred

Special Requirements

- Possess and maintain a valid Driver's License or ability to provide own transportation
- Regular attendance at Board of Education meetings, community events and applicable professional meetings and conferences

Physical Requirements/Working Conditions

- Primarily office-based with frequent meetings across district sites, and the community.
- Ability to sit for extended periods, yet frequent walking during a weekly schedule.
- Occasional lifting of materials up to 20lbs

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Job description is sourced from employee interviews, internal documents, representative job descriptions in similar districts, and other state/federal agencies.

Rock Hill Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.