

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Assistant Superintendent for Human Resources

**Supervisor:** Superintendent

**FLSA Status:** Exempt

**Employee Group:** Administrative

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#### Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement
2. Master's Degree in Education
3. District-level administrative or supervisory experience preferred
4. At least three years of successful teaching experience
5. Knowledge of curriculum, program development, and planning
6. Willingness to commit to obtaining a PHR

#### Terms of Employment:

- Twelve month Contract
- Twenty (20) vacation days

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Serve on the Superintendent's cabinet and attend all Board meetings and other relevant District/Board events as directed by the Superintendent.
2. Direct labor negotiations, represent Board and negotiate with staff as requested by the Superintendent.
3. Supervise the District's labor relations.
4. Administer, supervise and evaluate the District's Human Resources Department and the administration of all staff.
5. Direct the staff performance evaluation and certification process.
6. Advise and work closely in the development, implementation and assessment of equity through policy, advocacy and organizing.
7. Direct the District's health, benefits and wellness programs.
8. Coordinate the Administrative Re-certification program.
9. Direct the recruiting, screening, interviewing and hiring of all District employees with input from building principals and department supervisors.
10. Recommend all assignments, transfers, dismissals and promotions.
11. Direct all district, local and state research relating to personnel.

12. Administer the program and placement of student teachers. Work collaboratively with regional and local universities.
13. Serve as the HIPAA Chief Privacy Officer.
14. Assume responsibility for own professional growth and development for keeping current with the literature, new research finding, and improved techniques in staff development and human resources functions.
15. Keep current with best practices and requirements as they relate to your job assignment.
16. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.