



## Job Description

**Job Title:** Assistant Superintendent  
Human Resources and Staff Support

**Supervisor:** Superintendent

**Position Code:** 1E27 or AE27

**Pay Grade:** 55S

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible to the Superintendent for performing executive level supervisory and administrative tasks including: directing the operations of the departments of Human Resources and Security, Technology, and Transportation via assigned Executive Directors and Directors. Position advises the Superintendent on issues within assigned area of responsibility; communicates with the School Board and the community regarding division programs; ensures compliance with state and federal regulations; administers assigned departments' budgets; and supervises and evaluates staff.

### Essential Duties

1. Directs the department of Human Resources staff in the development and implementation of policies, procedures and programs to promote the recruitment, induction, retention, and professional development of a quality workforce .
2. Directs the department of Transportation in the development and administration of a transportation program to meet all requirements of the daily instructional program and extra-curricular activities.
3. Directs the Security Department and serves as liaison to all local law enforcement and emergency response agencies relative to school safety and security.
4. Provides leadership to the department of Technology in the planning, organization, and directing of the school division's technology strategies, goals, initiatives, systems and operations.
5. Directs the preparation and conduct of periodic studies for the purpose of improving the operations of assigned departments.
6. Oversees the development of and monitors assigned departments' budgets; analyzes and reviews budgetary and fiscal data; controls and authorizes expenditures in accordance with established policies and procedures.
7. Models nondiscriminatory practices in all activities.

### Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge of developments and research in the profession.
2. Performs any other related duties as assigned by the Superintendent.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty in a highly effective manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess a Master's degree. Must possess at least ten years executive-level experience in either public or private sector employment. Administrative experience in public schools preferred. Must possess budget planning experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in strategic planning and executive management. Must possess a demonstrated ability to develop and support division goals and programs through strategic initiatives and within budgetary guidelines. Must possess the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, draw valid conclusions; to interpret an extensive

variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. Must possess excellent leadership, management, and communication skills. Must possess the ability to speak effectively before large groups and high level executives. Must possess the ability to establish and maintain effective working relationships with school division officials, staff, and the public. Experience supervising professional staff, managing budgets and transforming data in to management information required. Demonstrated strong computer skills in MS Office environment required.

**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. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Position provides overall supervision of the Human Resources, Security, Technology, and Transportation departments. Direct reports include assigned Department Heads and clerical staff.

**Supervision Received :** Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Superintendent, Human Resources will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:** \_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

Updated: 03/23/12 (epa2)