

Job Title: Assistant Superintendent for Human Resources and Policy

Supervisor: Superintendent

Employment Terms: 12 Months

Salary Range: \$114,000 - \$134,000

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

This position will provide leadership, and assume responsibility for the Human Resources Department and District Policy.

Essential Duties and Responsibilities:

- Provide administrative leadership for the Human Resources Department.
- Work on Strategic Plan in developing processes for Human Capital Management Goal.
- Provide leadership for the recruitment selection and retention of West-MEC staff.
- Coordinate and make recommendations when hiring personnel for all positions at West-MEC, especially Instructors that are coming from Industry.
- Facilitate new employee orientation.
- Oversee Employee Employment Issues, Employee Discipline, Grievances, Non-Renewal, Termination, and EEOC issues.
- Discuss employment issues with legal council.
- Serve as Facilitator for District Title IV issues and Sexual Harassment Issues.
- Develop and present recommendations to the Superintendent and the Governing Board yearly on Salaries, Benefits, and New Staffing.
- Provides leadership for District personnel evaluation development and procedures for implementation.
- Understand and develop evaluation processes for classified, exempt, instructional, and administrative staff.
- Ensure that all administrators and supervisors conduct performance evaluations.
- Facilitate West-MEC Benefits Committee.
- Have background in Medical, Vision, and Dental Benefits.
- Facilitates the District's efforts to review Governing Board Policy and present recommendations for policy change.
- Prepares reports for the Governing Board and Superintendents as requested.

- Attends Governing Board meetings, attend and preside over such other meetings as designated by the Superintendent.
- Serves as a member of the Superintendent Leadership Team.
- Work cooperatively with the leaders of other district divisions to integrate and coordinate District efforts and programs.
- Handle Employee issues concerning work place injuries.
- Have outstanding communication skills, both verbally and in writing.
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and other having business with the school district.
- Work collaboratively with staff in developing employee handbook.
- Keep employee job descriptions updated.

Knowledge and Skills:

- Knowledge of ADE Certification process.
- Knowledge of Worker Compensation.
- Knowledge of FMLA, FLSA, and ADA Compliance.
- Knowledge of Cobra and HIPAA.
- Understanding of FERPA guidelines, OCR Compliance, and Title IX.
- Effective conflict resolution skills.
- Knowledge of applicable Federal, State (ARS), County, and City Statutes, rules, policies and procedures that effect public schools in Arizona.
- Knowledge of budget preparation and administration.
- Skill in operating a personal computer utilizing a variety of software applications and knowledge of IVisions.

Qualifications:

- A Doctoral or Master's degree with Assistant Superintendent Certification from the Arizona Department of Education or working towards obtaining one.
- 5 years or more of successful experience in school site administration, and/ or in District Human Resources Administration required or any equivalent combinations of experience and education from which comparable knowledge, skills and abilities have been achieved.

Other Requirements:

- Must be able to pass fingerprint and background clearance check.
- Must be able to obtain and maintain an Arizona Driver's License.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: TBD

Start Date: July 1, 2023 or Sooner

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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