

NOME PUBLIC SCHOOLS

P.O. Box 131

Nome, AK 99762

<http://www.nomeschools.org/>

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ASSISTANT SUPERINTENDENT/HUMAN RESOURCES DIRECTOR

REPORTS TO: Superintendent
DATE of DESCRIPTION: November 29, 2022
JOB CLASSIFICATION: Certified Administrator
SCHEDULE: 260 contract days
SALARY: \$105,903+ DOE (Certified)

GOAL AND SCOPE OF POSITION: Responsible for planning, coordinating and supervising human resource functions to enhance the morale of District personnel, support the Superintendent in district initiatives, promote the overall efficiency of the District, and contribute to a positive district culture through employee and community relations.

QUALIFICATIONS:

1. Master's Degree or higher, with degrees in either human resources, business, or education. Alaska Type B administrative certification required; holding or working on Superintendent endorsement preferred.
2. Successful experience working in human resources activities, combined with significant site or central office administrative experience (3 years or more). Preference given to documented experience in recruiting/hiring/onboarding, human resource/capital management, benefits administration, compensation and wage structure, labor negotiations, employment law, equity/diversity work, administrative responsibilities including employee supervision and evaluation, Title IX responsibilities, etc. for 3 or more years.
3. Preference given to experience in rural districts.
4. Significant knowledge of Microsoft Excel, Word and Adobe Acrobat or similar programs required; possesses excellent written and verbal communication skills.
5. Ability to work with a wide variety of personality types, demonstrates sound emotional judgement, strong organizational skills, detail-oriented.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership in the development and operational effectiveness of district human resource/capital policies, processes and procedures.
2. Conducts Human Resources functions in accordance to local, state and federal regulations, School Board Policy, collective bargaining agreements and approved business practices. Prepares/updates standard operating procedures for Human Resources functions. Prepares personnel reports for the School Board for ratification/approval.
3. Oversees the recruitment process for all district employees, including advertising position openings, preparing for and attending virtual and in-person job fairs both in and out-of-state, developing recruiting materials, maintaining the district's application platform(s), background

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and reference checks, and monitoring applicants throughout the recruitment and hiring process to ensure accurate paperwork is completed and support regarding teacher certification is provided as needed.

4. Maintains certified, classified and temporary employee files, including hiring/termination documents, evaluations, extra duty contracts, correspondence, etc. in both paper and electronic formats. Ensures confidentiality of records in accordance with Board Policy and collective bargaining agreements.
5. Works with new hires providing training on policies, forms, procedures, evaluation processes, etc. during the onboarding process. Supports new hires in orientation process to new community, including support for housing, transportation, etc. Develops and implements new teacher year-long mentoring program for all staff new to District.
6. Oversees hiring process for staff on H1B and/or J1 visas, including required legal and governmental paperwork for original hire and renewals.
7. Reviews/updates job descriptions and other HR forms and documents. Prepares contracts for certified staff and annualized agreements for classified staff.
8. Coordinates and oversees district pre-Kindergarten program, including grant writing, hiring, supervision and evaluation of personnel, and coordinating/collaborating with district partners such as Head Start, etc.
9. Supervises administrative and classified personnel as assigned to provide direction, support, evaluation and recommendations.
10. Ensures consistent and fair implementation of disciplinary action, dismissal, grievance investigation, suspension, reduction in force, recall, plans of improvement, and evaluations in accordance with collective bargaining agreements and Board policy.
11. Assists the superintendent in community and staff relations, operations management, policy development, etc. Acts for the superintendent in his/her absence and serves on district committees as requested. Assists with labor negotiations, grievance investigation and hearings, and development of memoranda of agreements.
12. Participates in the development of the district budget. Coordinates preparation of reports to be submitted to the Department of Education and Early Development as required.
13. Acts as the District's Title IX Coordinator.
14. Performs other duties as assigned by Superintendent.

NOME PUBLIC SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYER