

Position: Associate Superintendent of Human Services

Job Classification: Administrative

Reports to: Superintendent

The Associate Superintendent of Human Services is responsible for coordinating and directing the Human Resource programs and functions. This position is responsible for providing leadership in developing and executing human resources strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. The Associate Superintendent of Human Services provides strategic leadership by articulating Human Resource needs and plans to the executive management team and to the Board of Education.

**Qualifications:** The Associate Superintendent of Human Services must possess a Master's degree or better in a social science, business, or pre-law curriculum, and at least five years' experience at the professional level in a school or human service agency. The possession of PHR/SPHR certification and experience in planning and conducting effective group presentation and staff training activities is strongly preferred.

**Essential Job Functions:**

1. Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.
2. Conducts or arranges for required staff training in all applicable compliance areas.
3. Develop staffing strategies and implementation plans and programs to identify talent within and outside the corporation for positions of responsibility. Identify appropriate and effective external sources for candidates for all levels within the company.
4. Provides consultant services to local districts in the area of human resources and labor relations. This includes accurately interpreting federal and state laws, rules and regulations affecting school employment and labor relations.
5. Continue improving the programs, policies, practices and processes associated with meeting the strategic and operational people issues of the organization.
6. Serves as the MAISD Coordinator for Title VI, Title IX, the Age Discrimination Act, and the Elliott-Larsen Civil Rights Act.

7. Serves as a negotiator with labor unions.
8. Undertakes special projects as requested by administration.
9. Supervises and evaluates assigned business office staff.
10. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

Annual Salary = \$138,686

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$15,500