

## CARSON CITY SCHOOL DISTRICT

- TITLE:** Associate Superintendent/Human Resources
- QUALIFICATIONS:**
1. Licensed by the Nevada Department of Education
  2. Master's Degree
  3. At least five years previous administrative experience required
- REPORTS TO:** Superintendent
- SUPERVISES:** Staff members designated by Superintendent
- JOB GOAL:** To plan, coordinate and supervise the operation of the Human Resources Division, to enhance the morale of District personnel, to promote the overall efficiency of the school system and to maximize the educational opportunities and benefits available to each individual child
- PERFORMANCE:**
1. Plans and directs a program for selection and assignment of the best qualified certified and classified personnel
  2. Interviews applicants and makes recommendations to the Superintendent for all personnel
  3. Recommends all assignments, transfers, dismissals and promotions
  4. Certifies classifications and salaries to Fiscal Services
  5. Maintains the records of employees including staff evaluations and all other pertinent information
  6. Administers provisions of negotiated agreements with the Carson City Building Administrators Association, the Ormsby County Education Association, Teamsters Local 533 and the Nevada School Employees Association, Chapter 4
  7. Organizes a core of substitute teachers and assigns them to schools as needed
  8. Reports periodically to the Superintendent the problems, conditions and needs of Human Resources
  9. Supervises and evaluates the following staff:
    - (a) Human Resources staff; and
    - (b) Others as assigned.

10. Confers with principals and other supervisors to determine needs for personnel of various levels and classifications
11. Serves on the negotiating team for the District and helps negotiate contracts with four bargaining units
12. Attends regular meetings of the Superintendent's staff and serves actively to improve communication, cooperation and planning
13. Counsels and advises applicants and probationary/permanent personnel
14. Provides necessary processing for issuance and renewal of State credentials
15. Responds to questionnaires, surveys and correspondence from research or professional organizations requesting information on the District's personnel program
16. Engages in actively promoting and securing the rights of all persons, with particular reference to the educational enterprise of which he/she is a part
17. Responsible for all matters related to the areas listed below
 

Certification	Suspensions
Transcripts	Retirement
Contracts	Leave of Absences
Vacancies	Resignations
New classifications	Reclassifications

18. Responsible for Board Policies and Regulations as related to Human Resources

19. Performs all other duties as assigned

**TERMS OF EMPLOYMENT:**

Twelve months per year – salary and work year to be established by the Board

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Central Office administrators