

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Assistant Superintendent of Human Resource & Operations
Reports To: Superintendent of Schools

SUMMARY

The Assistant Superintendent of Human Resources & Operations assists the Superintendent in the management of the District's personnel, support services, and operations. Provides leadership to the Human Resources and Operations Departments. In addition, the Assistant Superintendent of Human Resources & Operations works collaboratively with the Deputy Superintendent to ensure all students in the Wentzville School District receive a high-quality education.

QUALIFICATIONS/REQUIREMENTS

Qualifications:

- Specialist Degree in Human Resources, Education Administration, or a related field (Doctorate preferred) or Bachelors/Masters Degree in HR with a minimum of 7 years of HR experience, with at least 3 years in a leadership role.
- Proven experience in employee relations, recruitment, and hiring key leadership positions.

Skills and Competencies:

- Strong understanding of labor laws and regulations, particularly within the public sector.
- Excellent communication and conflict-resolution skills.
- Ability to build relationships with diverse stakeholders, including employees, union representatives, and administrators.
- Strategic mindset with the ability to implement practical solutions.
- Proficiency in HRIS systems and data-driven decision-making.

ESSENTIAL JOB DUTIES:

- Works with the Superintendent, Deputy Superintendent, Board, Cabinet, principals, staff, and community members, as appropriate, in developing philosophy, goals, policies, and regulations for the smooth implementation of the instructional program.
- Provides leadership in the guidance, coordination, planning, and monitoring of progress for the departments of Human Resources and Operations.
- Provides leadership to ensure the understanding of and the promotion of the educational objectives of the District. Participates as a member of the Executive Leadership Team and Superintendent's Cabinet.
- Provides leadership and direction for District-level community engagement committees.

ESSENTIAL JOB DUTIES (cont'd)

- Works collaboratively with the Chief Financial Officer to develop and administer the contract and salary plans for all employees, assists in developing salary policy, schedules, and structures.
- Maintains an up-to-date application file for prospective candidates, i.e., teachers, administrators, directors, substitutes, and all support staff categories.
- Develops and maintains a system of personnel records for all employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, staffing, resignation, vacations, absences and supplemental pay.
- Serves as the District's 1300 & 1301 coordinator and compliance officer
- Coordinates the District's staff compliance with the Title IX regulations.
- Coordinates the District's staff compliance with the Americans with Disabilities Act.
- Development and implementation of annual staff training: sexual harassment, Title IX, Smarter Adults Safer Children, etc.
- Coordinates District responses to complaints regarding Sexual Harassment by staff.
- Disseminates information in order to accomplish the Districts' goals.
- Fosters a work environment and culture that is student-focused and results-oriented.
- Participates with the Superintendent and other executive staff in strategic planning, policy development, and problem resolution of complex issues and needs.
- Stays current on research and best practices in human resources and operation management, adjusting plans, policies, and procedures accordingly.
- Works collaboratively with Legal counsel, the Executive Director of Human Resources, and other District leaders to ensure aligned support and services to staff to support schools and programs.
- Ensures organizational analysis and the development of human resources and systems to meet the needs of students and staff, promoting retention of high-performing staff.
- Recommends personnel and employment actions to the Superintendent.
- Provides leadership and coordination of employee recruitment and retention plans.
- Works with the Deputy Superintendent to formulate models for ideal staffing of schools at all levels.
- Serves as the chairperson/member of negotiations teams for certificated and support staff employees.
- Serves as District representative to various county, state, and regional Human Resources associations and committees.
- Attends meetings relevant to staff and operations as identified by the Superintendent of Schools, such as Board meetings, administrator meetings, personnel meetings, conferences, and seminars.
- Stays updated on current local, state, and federal laws, as well as state and federal public policy changes that could impact District operations.
- Establishes and maintains effective working relationships with staff and the school community.
- Speaks clearly and concisely both in oral and written communication, consistent with the duties of this position.

ESSENTIAL JOB DUTIES (cont'd)

- Performs duties in full compliance with all District requirements and Board policies.
- Maintains regular attendance.
- Maintains confidentiality and unquestionable integrity.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned by the Superintendent of Schools.

ADA COMPLIANCE:

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT:

The Assistant Superintendent of Human Resources & Operations shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.

Revised 01/17/2025