

Newburgh Enlarged City School District
Job Description

TITLE:	Assistant Superintendent for Human Resources
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REPORTS TO:	Superintendent of Schools
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1) New York State certification as a School District Administrator (SDA/SDL) or eligibility preferred. 2) Extensive knowledge of NYS Education Law, Civil Service Law, and labor relations. 3) Demonstrated experience in human resources leadership, preferably in a public school district. 4) Strong interpersonal, organizational, and communication skills. 5) Experience in collective bargaining and contract administration required.
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JOB GOAL:	To serve as the Chief Human Resource Officer and representative of the Superintendent’s cabinet for matters in which activities and interests of personnel are involved; has primary responsibility for the planning, directing, and supervision of all functions pertaining to the human resources division.
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DUTIES AND RESPONSIBILITIES:	<p>Leadership and Administration</p> <ul style="list-style-type: none"> ● Plan, develop, and revise personnel management policies for submission to the Board of Education. ● Advise and counsel applicants, probationary employees, and tenured staff on HR-related matters. ● Hire, supervise, organize, and evaluate Human Resources department staff. ● Provide ongoing training and professional development for HR personnel. ● Ensure HR operations align with and support district priorities and strategic goals. <p>Legal Compliance and Labor Relations</p> <ul style="list-style-type: none"> ● Administer provisions of New York State Education Law and Regulations for certificated staff. ● Administer New York State Civil Service Law for support staff. ● Negotiate, implement, and enforce collective bargaining agreements. ● Ensure compliance with APPR requirements and other NYSED regulations. <p>Records Management</p> <ul style="list-style-type: none"> ● Develop and maintain efficient systems for personnel records and data retrieval.
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**DUTIES AND
RESPONSIBILITIES:
continued**

- Oversee the accuracy, security, and maintenance of all employee records (physical and electronic).
- Recommend and implement improvements to recordkeeping systems.

Employee Relations

- Implement systems to ensure employees are informed of HR policies and procedures.
- Oversee employee recognition programs districtwide.
- Coordinate communication, mediation, and resolution of employee concerns, complaints, and grievances.
- Monitor retention and turnover trends using data analysis and exit interviews.
- Ensure the employee handbook is updated annually and distributed to all staff.

Compensation and Benefits

- Conduct research and provide recommendations on salary structures and benefits.
- Develop and implement procedures for salary administration and employee placement.
- Administer leave programs and monitor attendance trends.
- Oversee job descriptions and classification within the district compensation framework.
- Manage teacher salary schedules and service records.
- Ensure compliance with wage and hour laws, including timekeeping for nonexempt staff.
- Collaborate with the finance department on cost analysis for compensation and benefits.
- Administer health insurance, workers' compensation, unemployment, and other benefit programs.
- Liaise with insurance providers and third-party administrators.

Recruitment and Staffing

- Oversee certification processes, including issuance and renewal.
- Coordinate substitute teacher recruitment and placement.
- Recommend appointments, promotions, transfers, and dismissals to the Superintendent.
- Develop and implement recruitment, screening, and retention strategies.
- Collaborate with administrators to forecast staffing needs and develop staffing plans.
- Ensure all instructional staff meet "highly qualified" standards.
- Coordinate onboarding and orientation programs for new employees.
- Support mentoring programs in collaboration with bargaining units.

	<p>Performance Management and Compliance</p> <ul style="list-style-type: none">● Support supervisors in conducting due process procedures.● Oversee employee evaluation systems and ensure proper training for evaluators.● Ensure compliance with equal employment opportunity laws and regulations. <p>Additional Responsibilities</p> <ul style="list-style-type: none">● Attend Board of Education and committee meetings; present HR-related reports and recommendations.● Coordinate BEDS data collection and reporting.● Perform other duties as assigned by the Superintendent.
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