



18135 SE Brooklyn Street
 Portland, OR 97236-1099
 Telephone (503) 760-7990
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**Centennial School District
 Invites applications for the position of:**

Assistant Superintendent/Director of Human Resources

District Mission: *Collaborating in Community – Cultivating Equity – Inspiring Excellence*

District Vision: *Centennial School District builds authentic relationships with our diverse community that equitably engages and honors all voices. We intentionally implement rigorous, culturally relevant, and evidence-based practices to cultivate academic excellence for each student.*

Salary: \$150,126
Contract Days: 235 Annually
Opening Date: Monday, May 24, 2021
Closing Date: Open Until Filled. Applicant screening to begin on June 8, 2021.
Start Date: July 1, 2021

The Centennial School District is seeking a proven Educational Leader to become the Assistant Superintendent and Director of Human Resources beginning July 1, 2021.

The Assistant Superintendent is expected to work with Building Principals in a mentoring and coaching role, assisting them in decision-making as it pertains to leadership, Human Resources management, and legal matters, and to assume leadership responsibility in the absence of the District Superintendent.

The Director of Human Resources is responsible for planning, coordination, and supervision of all Human Resource functions within the district. They are charged with maintaining strong working relationships with all employee groups, promoting the overall efficiency of the school system and in so doing, maximizing the educational opportunities for students through the competent management of all district employees.

Minimum Qualifications:

Education: Masters Degree in Educational Administration or the equivalent. Oregon Administrator License required.

Experience: The successful candidate will have demonstrated successful school building leadership experience and culturally competent practices. District level leadership preferred.

Skills: Skills to facilitate and coordinate district certified and classified evaluation programs. Develop, implement, and facilitate beginning teacher mentor program. Counsels and advises applicants, probationary, and permanent personnel. Strong communication and problem-solving skills.

Knowledge: Knowledge of FMLA/OFLA, worker's compensation, ADA, and all other personnel regulations to ensure district compliance. Knowledge of processing for issuance and renewal of state licenses.

Ability: To speak a second language preferred. Abilities to lead and facilitate meetings and teams.

See complete job description (attached) for full experience, skills, knowledge and abilities required for this position.

Applying:

To be considered for this position, applicants need to apply online through [TalentEd Recruit & Hire](https://centennial.tedk12.com) (centennial.tedk12.com) with the following documents uploaded:

- 1) Letter of Interest;
- 2) Current Resume;
- 3) Three (3) Current Letters of Recommendation;
- 4) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts in sealed envelopes from the institution(s);
- 5) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license).

For Questions About Applying, Contact:

Shannon Burley, HR Secretary
18135 SE Brooklyn St, Portland, OR 97236
Phone: 503-762-3641
Email: shannon_burley@csd28j.org

JOB DESCRIPTION - Administration

JOB TITLE: Assistant Superintendent/Director of Human Resources

Job Purpose Statement/s: The position of Assistant Superintendent/Director of Human Resources is to provide administrative leadership for the district in operational efficiency and support the Superintendent. In addition, the Assistant Superintendent will be responsible for planning, coordinating, and supervising the operation of the Human Resources Department in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual student.

Essential Job Functions:

- Provide assistance and support the Superintendent of Schools.
- Respond the parent complaints and concerns to rise to the district level.
- Review and determine approval/denial of all district transfers, both intra-district and inter-district.
- Assist the Superintendent in the absence of the Superintendent.
- Plan and direct a program for selection and assignment of the best-qualified teachers and personnel.
- Hire new personnel.
- Recommend all assignments, transfers, dismissals, and promotions.
- Certify classifications and salaries to the Business Department.
- Provide necessary research for successful wage and salary administration.
- Plan, develop, and revise personnel management policies in accordance with state legislation for submission to the Board for adoption and updates Board Policy and Employee Handbook.
- Assume administrative responsibility for routine duties of the Human Resources Department, including approving absence certificates for appropriate members of the staff.
- Support the Superintendent in administrative efforts; interprets the Superintendent's ideas and decisions to staff and public; keeps the Superintendent informed of pertinent personnel developments and events; and seeks the Superintendent's counsel or decision as necessary.
- Engage in actively advocating, promoting, and securing the rights of all persons, with particular reference to employees of the school system.
- Responsible to ensure district compliance with FMLA/OFLA, worker's compensation, ADA, and all other personnel regulations.
- Coordinate district Title IX compliance efforts as the district's Lead Title IX Coordinator.
- Assume a key role in the contract negotiations process by providing advice and information regarding personnel practices, laws, regulations, policies, and the impact that proposed contract language may have. A member of each district negotiation team.
- Serve as a primary liaison and contract person with the district's labor counsel and professional negotiators.
- Assist administrators and supervisors in resolving personnel problems. Provides advice on a wide range of personnel matters.
- Implement a comprehensive human resources program.

Other Job Functions:

- Attend regular meetings of the cabinet and serves actively to improve communication, cooperation, and planning with administrators, staff, and community.
- Prepare and distributes recruiting materials in cooperation with professional staff members concerned.
- Confer with principals to determine needs for teachers of various classifications.
- Cooperate with college and university schools of education and with career guidance offices regarding applicants and the placement of student teachers.
- Respond to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the district's personnel program, and to requests of district personnel on matters not clearly covered by regulation, policy, or legislation.
- Plan new employee orientation activities including mandatory training, *i.e.* bloodborne pathogen, sexual harassment, etc.
- Attend regularly scheduled Board meetings.

Job Requirements - Qualifications:

- Experience Required: Successful experience as a building principal.
- Skills, Knowledge and/or Abilities Required:

Skills to facilitate and coordinate district certified and classified evaluation programs. Develop, implement, and facilitate beginning teacher mentor program. Counsels and advises applicants, probationary, and permanent personnel. Strong communication and problem-solving skills.

Knowledge of FMLA/OFLA, worker's compensation, ADA, and all other personnel regulations to ensure district compliance. Knowledge of processing for issuance and renewal of state licenses.

Abilities to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/accommodation/field of vision.

Licenses and/or Testing Required: Appropriate Administrative License; Criminal Justice Fingerprint Clearance.

Terms of Employment: Salary and work year (235 days) according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.