

North Central Education Service District

Job Description – Assistant Superintendent - Human Resources

Title: Assistant Superintendent - Human Resources
Department: Office of Superintendent
Classification: Administrator
Supervised by: Superintendent or Designee
Work Year: 230

Job Purpose Statement/s:

The Assistant Superintendent provides leadership support for the Superintendent in all areas of ESD operations, including partner districts, assigned service areas, specifically in the areas of Human Resources, and serves as chief executive officer during the Superintendent's absence. The Deputy Superintendent develops and maintains a management system that emphasizes excellence and continuous improvement within all District service areas. The Deputy Superintendent is also responsible for enhancing the cooperative relationships between the District, partner school districts, the Oregon Department of Education, and other key stakeholders.

Job Qualifications, Licensure, Experience, and Certification:

- Advanced Degree (Master's) in Education, Administration or Human Resource Management *is preferred*.
- Three Years of Administrative (K-12 Principal) (District Office) and Classroom) experience *is preferred*.
- Oregon TSPC Professional Administrator Licensure
- Experience in Collective Bargaining
- Certified as Title IX – Coordinator (*within 60 days after employment*)
- Certified as Civil Rights Coordinator (*within 60 days after employment*)
- Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance
- Bilingual English/Spanish *is preferred*

Skills, Knowledge and/or Abilities Required:

Skills: Skills in managing personnel and programs; communicate effectively (orally and in writing), problem solve, and work collaboratively with colleagues, students, parents and the public.

Knowledge: of K-12 instruction, current school law, district policies, state and federal employment laws. Comprehensive knowledge of Power School Talent Ed Perform and Talent Ed Applicant Software and knowledge of Workman's Comp, OFLA, Paid Leave Oregon, and FMLA.

Abilities: provide consistent, fair and policy-based direction to others and make independent judgments; possess a high moral personal standard; maintain a high degree of integrity in all facets of work; keep and maintain accurate records; maintain confidential and sensitive information; meet deadlines; communicate effectively with individuals of varied cultural and educational backgrounds; communicate in oral and written form; prepare and present materials in a professional manner.

Equity & Inclusion: This position requires an individual who demonstrates commitment to equitable practices in education and demonstrates an unwavering commitment to eliminating academic disparities among students that exist because of race, gender, ethnicity, disability, sexual orientation, or family income.

Human Resources: Provide Human Resource support and counsel for all membership districts and perform all duties as outlined in Job Description of the Human Resource Director.

Essential Job Functions:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned. The Deputy Superintendent should possess the following leadership skills and experience:

1. Builds collaborative working relationships with staff and partner school districts.
2. Serves the District as Title IX and Civil Rights Coordinator.
3. Understands and committed to eliminating systemic cultural bias in the district.
4. Is passionate about serving the needs of all children from all backgrounds
5. Demonstrates strong decision-making with an ability to make decisions based on data, facts and the best interest of students, staff, and programs.
6. Attentive to staff morale, especially during times of extraordinary challenges.
7. Demonstrates an ability to work collaboratively with employee collective bargaining groups.
8. Provides visionary and empowering leadership throughout the district.
9. Is an excellent listener with outstanding communication skills (both verbal and written).
10. Knows and understands state and federal laws related to human resources.
11. Is highly visible and involved in the district, partner school districts and the community.
12. Demonstrates strong supervision skills and competence in evaluating staff
13. Serves as an instructional leader and role model for staff
14. Is personable and approachable with a high degree of integrity and trust
15. Demonstrates solid budgeting skills and understands Oregon school finance
16. Respects and values the contribution of all staff members
17. Is knowledgeable about all levels of education, both K-12 and ESD specialty areas
18. Embraces creative ways to solve problems and welcomes new ideas from others
19. Works as a team, both with the Superintendent and with members of the Superintendent's Cabinet, and Leadership Team, to ensure the achievement of high standards and accountability in the implementation of the Agency's mission and vision.
20. Determines department or program priorities by evaluating the needs of customers and target populations and assessing the availability of human, fiscal and equipment resources needed to implement policy effectively.
21. Prepares or directs the preparation of assigned department/program capital and operating budgets.
22. Effectively collaborates and partners with other agencies to develop and strengthen educational programs.
23. Communicates clearly with other staff and administration.
24. Ensures compliance with applicable policies, laws, rules and regulations.
25. Completes required reports in a timely manner.
26. Comply with applicable District, state, local and federal laws, rules and regulations.

Physical Requirements:

1. **In an eight-hour day employee may:**

- | | | | | |
|---------------|-------------------------------|----------------------------------|---------------------------------------------|---------------------------------------------|
| a. Stand/Walk | <input type="checkbox"/> None | <input type="checkbox"/> 1-4 hrs | <input checked="" type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input checked="" type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. **Employee may use hands for repetitive:**

- | | | |
|-----------------------------------------------------|---------------------------------------------------------|--------------------------------------------|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input type="checkbox"/> Fine Manipulation |
|-----------------------------------------------------|---------------------------------------------------------|--------------------------------------------|

3. **Employee may use feet for repetitive movement as in operating foot controls:**

- | | |
|------------------------------|----------------------------------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|----------------------------------------|

4. **Employee may need to:**

- | | | | |
|-----------------|-------------------------------------|--------------------------------------------------|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. **Lifting:**

☐ **Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

☒ **Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.

☐ **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date

North Central Educational Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

Updated May 9, 2025