

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Director of Administrative Services	Administration	Superintendent
<p>JOB SUMMARY:</p> <p>Responsible for the planning, coordinating and supervising of the human resources operations of the district and for assisting the superintendent with meeting the goals and objectives of the school district. Assist the superintendent and School Board on matters to improve programs and policies, engage with community groups, and communicate with all staff and stakeholders.</p>		
<p>QUALIFICATIONS: Law degree from accredited law school with valid Minnesota law license; experience in human resources issues and/or experience in human resources management preferred; or a combination of education/experience/training which provides for an equivalent background necessary to perform essential functions of the position.</p>		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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| 1 | Provide leadership for the planning, coordinating, supervising, and evaluation of the district's human resources services and a vision of the alignment of human resources department goals with the district strategic plan; make recommendations to the superintendent and School Board on matters which will improve the human resources programs and policies of the district | 15% |
| 2 | Provide legal services | 15% |
| 3 | Direct and supervise evaluation of all personnel | 10% |
| 4 | Direct principals and directors on union contracts, labor laws, school board policies, general employee-related issues and human resources practices, policies and procedures; direct discipline and dismissal procedures; keep principals informed of individual employee issues such as attendance and use of leaves; administer the district's grievance procedures | 10% |
| 5 | Assist and provide direction to principals and supervisors in the recruitment, selection and retention of licensed and support staff, including but not limited to determining open positions, posting, receiving candidate applications, screening, interviewing, and inducting hires; manage online application system | 5% |
| 6 | Serve as the chief negotiator and collaborate with the School Board, finance manager, and superintendent in contract negotiations | 3% |
| 7 | Develop and update job descriptions and employee manuals for all staff | 2% |

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| 8 | Make recommendations to the superintendent and School Board on matters which will improve the programs and policies of the district | 5% |
| 9 | Meet regularly with the superintendent and administrative team to review district initiatives and provide input on effect on staffing and human resource functions, update current challenges and develop recommendations collaboratively; provide training on human resource issues and initiatives | 5% |
| 10 | Develop policies and procedures for the human resources function in accordance with Federal and State law; interpret contract language and establish consistent human resources management practices; ensure compliance with employment laws and district policies | 5% |
| 11 | Administer and maintain various human resources programs such as Equal Employment Opportunity, Comparable Worth/Pay Equity Laws, Workman’s Comp, unemployment claims, COBRA, FMLA and highly qualified staff | 5% |
| 12 | Participate in PTO’s, business and community groups as a means of developing understanding and support for school objectives and endeavors | 2% |
| 13 | Promote communication and work with staff to contribute to the Knight View and articles for local news outlets | 2% |
| 14 | Coordinate student support services including managing special education coordinators | 5% |
| 16 | Serve as District EEO Coordinator and Human Rights Officer | 2% |
| 17 | Work on an internal procedures manual that would outline procedures and process that the School Board has approved but are not policies | 2% |
| 18 | Hire staff for transportation | 2% |
| 19 | Attend meetings, workshops and training sessions as directed | 2% |
| 20 | Perform other related duties as assigned | 3% |

SUPERVISOR’S APPROVAL

DATE

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COMMITTEE’S APPROVAL

DATE