

## Job Title: Assistant Superintendent of Human Capital Management

<b>Reports to</b>	Superintendent	<b>Job Code Number</b>	
<b>Contract Length</b>		<b>Exempt/Non-exempt</b>	exempt
<b>Department</b>	Administration	<b>Last Updated</b>	

*Reynoldsburg City Schools is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

**Human Capital Management is defined** as an organization's systematic evaluation of the talent pipeline which includes identifying mission-critical positions, the competencies required for those positions, and determining the best methods to ensure the organization has a healthy pipeline of talent to meet current and future needs.

### Primary Job Function:

**The Reynoldsburg City Schools Assistant Superintendent of Human Capital Management** is responsible for the alignment, recruitment, growth, and retention of the people who will bring Reynoldsburg City Schools' vision to life every day for every student.

### Minimum Qualifications:

- Master's degree with a major in educational administration
- Superintendent's Certificate issued by the State of Ohio
- Five (5) years of experience in teaching and administration
- Valid Ohio driver's license
- Alternatives to the above qualifications as the Superintendent may find appropriate
- OTES / OPES Training

### Preferred Qualifications:

- One (1) year of graduate work beyond the Master's degree
- Experience in Human Resources
- Certification in SHRM-CP or CHRM or SHRL or pHCLE
- Experience working with a variety of stakeholders

**Essential Duties and Responsibilities:** Primary functions may include the following duties, responsibilities, skills, abilities, and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY** and is not intended to be a comprehensive listing of tasks performed by all positions within this classification.

### Leadership

- Responsible for providing strategic leadership related to managing Reynoldsburg City Schools' most valuable asset, its people
- Responsible for articulating and supporting the mission, goals, and policies of Reynoldsburg City Schools

- Responsible for collaborating with the superintendent and other executive team members to ensure expertise, vision, and leadership in all areas of human capital management. This includes but is not limited to:
  - Alignment
  - Recruitment
  - Growth
  - Retention

### **Alignment**

- Responsible for aligning RCS' people systems to the organization's vision
- Responsible for developing workforce competencies that align with district mission and vision, which helps build current staff capacity for understanding the 21<sup>st</sup> century vision for learning as a reality for every RCS student
- Responsible for aligning department strategic plans with the organization's strategic plan
- Responsible for designing a scorecard to measure department/district alignment
- Responsible for facilitating data-driven conversations to promote shared accountability and alignment
- Responsible for aligning the district's HCMS with the organization's vision of instructional improvement
- Responsible for ensuring the entire department provides high-caliber customer service to internal and external stakeholders

### **Recruitment**

- Responsible for bringing high-quality talent to RCS
- Responsible for developing a staffing system that consistently finds, attracts, and hires the right people. This includes but is not limited to:
  - Developing data-driven processes to identify staffing needs
  - Uncover the sources of high-performing employees
  - Identify strengths and values to communicate your employment brand
  - Select the best person for the job
- Responsible for developing a recruitment strategy that supports the district's strategic goals
- Responsible for developing a robust selection process that yields highly qualified staff
- Responsible for working with the District's communications department to develop key messages that are consistent with the RCS brand
- Responsible for helping build employees' capacity to serve as ambassadors of the RCS brand
- Responsible for analyzing the external labor market to understand the available talent pool
- Responsible for encouraging high-performing staff to assist with recruitment

### **Growth**

- Responsible for the development and implementation of a new employee onboarding program
- Responsible for orienting new employees to the district through a robust onboarding process
- Responsible for selecting and developing mentors for new employees
- Responsible for assisting in the assessment of the professional development needs of the district
- Responsible for planning differentiated professional development that aligns with RCS strategic plan as well as individual employee needs as related to the HCMS
- Responsible for implementing a comprehensive evaluation system using multiple measures that align with staff roles and responsibilities to differentiate performance. This includes but is not limited to:
  - Communicating expectations
  - Communicating timeline
  - Tracking data
  - All necessary documentation

## **Retention**

- Responsible for encouraging a healthy workplace culture in which ALL RCS staff feel valued, supported, and engaged
- Responsible for using data to measure employee levels of engagement
- Responsible for creating opportunities to strengthen RCS staff engagement
- Responsible for developing a total rewards strategy
- Responsible for working with the superintendent and cabinet to develop a compensation philosophy that aligns with the district's goals and the vision for institutional improvement
- Responsible for fostering a culture that supports learning. This includes but is not limited to:
  - Establishing conditions that promote staff and students' well-being
  - Maintaining a safe and professional environment
  - Assessing as well as addressing gaps between the current and desired district culture
- Responsible for recognizing and promoting different perspectives, including identifying factors within the district that impede a fair and supportive environment for all
- Lead efforts to dismantle barriers to a healthy, inclusive culture within the organization.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the national Human Capital Leaders in Education standards
- Knowledge of federal, state, and district policies on school accountability
- Knowledge of Professional Standards for Educational Leaders
- Knowledge of the principles and practices of supervision of staff
- Knowledge of RCS Human Resources hiring practices
- Knowledge of state and district School Improvement Planning procedures
- Knowledge of state and federal labor laws and other pertinent policies, codes, regulations, and/or laws, i.e., FMLA, COBRA, ADA, and Worker's Compensation
- Skilled in decision-making and considering the relative costs and benefits of potential actions to choose the most appropriate one
- Skilled in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to listen and understand information and ideas presented
- Ability to communicate information and ideas in speaking so others will understand
- Ability to apply general rules to specific problems to produce answers that make sense
- Ability to prioritize conflicting needs while handling matters expeditiously, proactively, and following through on projects to successful completion
- Ability to interact with staff at all levels in a fast-paced environment, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality
- Ability to work independently as well as in a team-oriented environment
- Ability to manage stress

## **Physical Demands & Working Conditions:**

- Physical Demands – While performing the duties of this job, the employee is regularly required to communicate with others. The employee is required to sit or stand and move around for extended periods. While performing the duties of this job the employee must be able to push, pull, lift, and carry over 25 pounds on occasion.

- Working Conditions – The employee in this position may experience occasional exposure to blood, bodily fluids, and tissue. The employee may also be required to interact with unruly children.
- Driving Requirement – This position may require driving.

The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in keeping with law.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor and or appointing authority.

**SIGNATURES:**

I, \_\_\_\_\_, hereby have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources department. I have discussed any questions I may have had about this job description prior to signing this form.