

Send letter of interest and resume to personnel@sburg.org or Mr. Stephen Brodmerkel, Assistant Superintendent for Personnel, Stroudsburg Area School District, 123 Linden St., Stroudsburg, PA 18360.

Stroudsburg Area School District
123 Linden Street
Stroudsburg, PA 18360

Job Description

- Title: *Assistant Superintendent for Personnel*
- Contract: Twelve (12) months
- Qualifications:
1. Master's degree – M.S. or M.Ed.
 2. Six (6) years of successful teaching experience and a minimum of three (3) years in a supervisory or administrative capacity.
 3. Certification: Pennsylvania Superintendent's Letter of Eligibility
- Accountability: The Assistant Superintendent is directly accountable to the Superintendent of Schools.
- Primary Responsibility: To provide administrative leadership for the development, coordination, and implementation of all aspects of an effective human resources department.

Duties and Responsibilities:

1. Maintains all personnel records in compliance with federal, state, and local laws and guidelines.
2. Maintains accurate records on professional and support staff including salaries, certification, job performance, teacher induction, seniority lists, vacation, sick days, personal days etc.
3. Maintains CSIU database information on all district employees.
4. Establishes criteria and/or maintains records on professional and support staff evaluations.
5. Attends consortiums to recruit new teachers. Works closely with local colleges and universities concerning student teachers, job candidates, etc.
6. Develops job descriptions for district positions.
7. Schedules and coordinates all materials for the interviewing and hiring of school personnel including the posting of vacancies
8. Oversees the approval and processing of requests for tuition and salary guide advancements.
9. Assists building administration, supervisors and directors in relation to the assignment and hiring of professional and support staff.
10. Communicates regularly with the superintendent and school solicitor in regards to preparing information for legal hearings and other personnel matters.
11. Works with the Business office to ensure district's compliance with Federal laws such as FMLA, ADA, Workers Compensation, etc.
12. Serves as a member of district's negotiation team.

13. Oversees paperwork pertaining to employee stipend activities and athletics positions.
14. Supervises duties performed by the Confidential Secretary, and the Secretary I assigned to the Personnel Department
15. Oversees the AESOP Daily Substitute System.
16. Oversees documentation for homeschool students.
17. Processes all district employed substitute candidates. Keeps the approved substitute lists updated.
18. Oversees/assists the preparation and submission of reports required by federal, state, and local law pertaining to enrollment, staffing, and salaries (i.e. Intermediate Unit 20 Data Collection, PDE/PIMS Staff Reports, PDE EDNA, etc.).
19. Oversees all personnel matters pertaining to budget, grievances, legal hearings, disciplinary matters, employee dismissals, new teacher training, etc.
20. Develops personnel Board agendas for regularly scheduled Board meetings.
21. Attends School Board meetings.
22. Attends Intermediate Unit 20 monthly personnel meetings.
23. Communicates with the Payroll Department in regards, employee attendance and salary matters.
24. Gathers all documentation pertaining to grievances, arbitration, EEOC complaints, PLRB hearings, and other personnel related sessions.
25. Oversees proper interpretation and enforcement of contracts and district policy.
26. Performs other duties as assigned by the Superintendent of Schools.

Other Major Duties and Responsibilities:

1. Responds in a timely fashion to written and oral requests for information.
2. Prepares reports as assigned in a timely fashion.
3. Works closely with building and/or district committees.
4. Directs and oversees special projects as directed by the Superintendent of Schools.
5. Prepares and/or revises policies and procedures as needed and oversees the implementation of said policies and procedures.
6. Serves as a public agent for the district.
7. Recommends strategies designed to streamline operations and/or reduce costs.
8. Acquires, maintains, and reviews pertinent literature that is essential to the Human Resources Department.
9. Arranges Human Resources staff attendance at professional meetings and conferences approved by the Superintendent of Schools.
10. Provides and participates in orientation, training, and in-service of staff members.
11. Prepares special project materials for School Board agendas.
12. Assists in the development of school plans and Title IX regulations.

Additional Qualifications:

1. Requires knowledge and experience of contractual and legal language.
2. Computer skills required, especially word processing, database
3. Must possess ability in regards to problem solving, conflict resolution, negotiations, etc.
4. 12-month position.