



Assistant Superintendent of Human Resources and Talent Development

Pay Scale: NA

Salary: \$190,000 or higher

FLSA status: Exempt

Months/Days/Hours: 12 months, 248 days, 8 hours per day

Reports to: Superintendent, Division

Location: Administrative Building

Application Instructions:

To be considered for the position, please send a completed application packet to HRTDSearch@lcps.org. Application packet must include the following:

- Resume
- Cover Letter
- Transcripts
- Three current professional references (name, phone number, and email address). At least one reference should be a current supervisor or most recent supervisor.

Upon receipt of a completed application packet, applicant will also be asked to complete an application questionnaire.

Department Overview

The Department of Human Resources and Talent Development is committed to the recruitment, development, and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, record keeping, employee relations, and ensuring compliance and equity in the work place. The Department includes the following teams: Elementary, Secondary, Support Services, Operations, Recruitment, HRMS, Mentoring/Coaching, Leadership Development and Classification/Compensation.

Position Overview

The Assistant Superintendent of Human Resources and Talent Development is responsible for developing and implementing a human resources strategy in support of empowering all students to make meaningful contributions to the world. Specifically, contributions are expected in the areas of recruitment, leadership development, retention, equity and inclusion, performance management, compensation, policy development, employee relations, record keeping, data, compliance, and customer service. The incumbent provides information to the School Board on the interpretation of existing policies, practices, and data. He or she leads a department of approximately 60 people.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

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- Provides leadership, oversight, and direction to all human resources functions.
- Oversees strategic plans and programs to recruit and retain high-performing, diverse team members throughout the organization.
- Oversees execution and revision of onboarding programs.
- Provides leadership in employee relations matters, including disciplinary actions and grievances.
- Supports schools with a strong culture of timely customer service.
- Directs human resources litigation actions in conjunction with the Superintendent and Division Counsel.
- Develops, presents, and manages annual budgets and associated measures.
- Develops forecasting and planning models to identify HR process, competency, and resource gaps and implement plans to close gaps.
- Oversees the compensation program that seeks to ensure that salaries of non-teaching positions are externally competitive and internally equitable.
- Provides leadership in new teacher onboarding, coaching, and mentoring support.
- Provides direction for leadership development, career planning, and succession planning programs.
- Attends board meetings and prepares reports and responses for the School Board as the Superintendent may request; serves as a member of the Superintendent's Cabinet.
- Advises the Superintendent and Cabinet members in matters regarding human resources.
- Serves as liaison to the HRTD Committee of the School Board and provides leadership for the analysis, development, revision, and implementation of human resources policies.
- Promotes and monitors compliance with federal and state laws and School Board policies related to human resources.
- Oversees Title IX and EEO processes.
- Oversees the performance evaluation management system for the division.
- Provides general direction to the process of job design, job evaluation, wage and hour compliance, and salary placement practices.
- Provide leadership in the collection and analysis of data for decision-making, required reports, and presentations.
- Ensure that all human resources systems, record-keeping, and procedures are fair, equitable, efficient, confidential, and adhere to relevant laws and policies.
- Assist in creating a high-performing, customer-service focused department.
- Oversees and refines substitute teacher program, licensure support, and employment verification services.

Qualifications

Below are the qualifications for this position:

- Bachelor's degree required; Master's degree or doctorate in human resources, education, business administration, or related area preferred
- Ten years of progressively responsible work experience in human resources, education, and/or business administration required; three years of experience leading a department, office, or team required
- Postgraduate Professional License with endorsement in school administration or certification as a Senior Certified Professional in Human Resources (SHRM-SCP) or Senior Professional in Human Resources (SPHR) is preferred
- Demonstrated knowledge of principles, procedures, and practices of human resources programs and procedures to improve overall operations and organizational effectiveness
- Knowledge of state and federal laws and rules concerning the employment of personnel and their rights and privileges as employees
- Knowledge of district organization, policies, procedures, and system-wide goals related to strategic plans

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- Ability to develop, analyze, and recommend policies, strategies, and practices affecting school district personnel and serves.
- Ability to communicate effectively verbally and in writing with a variety of stakeholders

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Virginia Nondiscrimination Disclosure

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. Loudoun County Public Schools (LCPS) does not discriminate based on race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, disability, or veteran status, in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.