



JOB DESCRIPTION

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

225 Days – Range I Certificated Administrators Salary Schedule (ESD/HSD)

DEFINITION: Under the direction of the Superintendent, the Assistant Superintendent, Human Resources plans, directs, manages, and oversees the activities and operations of the Human Resources Department, including labor management, collective bargaining negotiations, and employee recruitment, selection and evaluation. The Assistant Superintendent shall provide highly responsible support to the Superintendent in the overall administration, coordination, guidance and supervision of personnel in the pursuit of recruiting and retaining highly qualified staff who will enhance the district's educational program. This is a senior certificated management position and the Assistant Superintendent serves as a member of the Superintendent's Cabinet and acts as chief advisor on all human resource matters.

DIRECTLY RESPONSIBLE TO: Superintendent

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Aligns all human resources systems so that all areas (recruitment, selection, staffing, performance management and support, and compensation) are focused on and advance the district's strategic goals and direction
- Implements human resources process improvements and enhancements, adapting to changing environments, ensuring the division effectively and efficiently serves candidates and staff
- Interacts with and advises the Board, Superintendent and other senior staff on key strategic certificated and classified human resources issues impacting the district
- Provides leadership to identify, develop, and implement systemic administrative reforms designed to transform the Human Resources Department into a more efficient and effective department focused on school needs and District priorities
- Manages the development and implementation of Human Resources Department goals, objectives, policies, and priorities for each assigned service area; establishes, within District policy, appropriate service and staffing levels; allocates resources accordingly
- Represents the Human Resources Department to the other District departments, elected officials, and outside agencies; explains and interprets the Human Resources Department programs and activities; negotiates and resolves sensitive, significant, and controversial issues

- Assumes responsibility for coordinating all aspects of the employer/employee relations program; participates in collective bargaining and contract negotiations with all employee groups; provides leadership, including training, for administrative staff contract management
- Participates in the preparation of revisions and additions to written Board policies regarding personnel matters; attends Board meetings; presents items to the Board; serves as a resource regarding human resources issues at Board meetings
- Ensures compliance with all federal, state and local legislation relating to compensation, benefits, employment practices, working conditions and similar aspects of human resources management
- Working closely with the Chief Business Official, ensures accurate position control and budget management processes and outcomes
- Interprets Board of Education policies and procedures, and makes timely and proactive policy recommendations to enable success of the Human Resources Strategy.
- Develops organizational frameworks and strategies to insure District systems and practices promote the development and retention of our most effective teachers and staff; examples include, but are not limited to compensation structures, career ladders, and/or professional growth opportunities that support professional practice
- In collaboration with all District divisions, site leaders and union groups, assess and identify the professional development needs of District staff for the purpose of identifying relevant issues, and recommending and/or implementing action plans aligned with the Local Control Accountability Plans
- Provides consultation to administrators, staff, the public and others concerning human resources operations, standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, credentialing, recruitment, contracts, compensation and personnel laws, regulations and policies
- Serves as the chief negotiator, representing the interests and policies of the Board in the collective bargaining process and in the administration of all negotiated contracts
- Establishes and maintains collaborative and cooperative relations with all bargaining units and the leadership teams of those units by involving, engaging and consulting with labor leaders on matters of mutual interest
- Coordinates and actively promotes a wide variety of professional growth opportunities to address training needs of employees across the District in support of the District's Local Control and Accountability Plans
- Creates opportunities for employees to receive the appropriate training to support their on-going learning and development to qualify for promotional opportunities
- Represents the Human Resources Department at internal and external meetings, including Senior Cabinet, Board of Education and other key stakeholder meetings
- Develops and implements evidence-based employee selection protocols to find and retain a highly effective workforce that supports the achievement of strong student outcomes for all students Keeps abreast of contract provisions, case law and administrative decisions related to public and school personnel and continually advises the Superintendent of key trends, changes, and developments
- Coordinates the implementation of state and federal training requirements, including sexual harassment prevention, asbestos, blood borne pathogens, new employee orientation and employee right to know, etc.
- Shapes and drives the strategic direction of district-wide Human Resources functions and operations, aligning and empowering the Human Resources division to efficiently and effectively serve customers

- Serves as the District's Title IX Officer and Compliance Officer for the Uniform Complaint Procedures; investigates complaints filed pursuant to these regulations
- Investigates grievances and/or complaints from employees as outlined by Board Policy and/or the collective bargaining agreement(s) for the purpose of reaching resolutions that support due process and a healthy and productive work environment
- Reviews complaints from members of the public regarding district employees, based on Board policy determines the process and identifies the most appropriate individual to conduct the investigation and submit a report of findings in an effort to resolve the complaint at the earliest level possible. Provides consultation and information to all appropriate parties to resolve the complaint, or to advance/appeal the findings of the investigator.
- Oversees the collaborative efforts of all departments and processes related to Human Resources including the recruitment, selection, on-boarding, performance management, talent management, and employee relations
- Performs other duties as required

EDUCATION, TRAINING AND EXPERIENCE

The successful candidate will have:

- A master's degree or higher from an accredited institution of higher education, with graduate work in education, organizational management, or psychology
- Minimum of 5 years of successful leadership as a site administrator
- Increasingly responsible District Office administrative leadership experience in Human Resources and/or other district divisions highly desirable
- Experience working in an urban school district or comparable governmental/public sector work preferred
- Demonstrated leadership ability in working well with others, utilizing their talents in continually developing a more effective educational program

LICENSES, CERTIFICATES AND CLEARANCE:

- California Administrative Services Credential
- Valid California driver's license
- TB Clearance
- DOJ/Fingerprint Clearance (upon offer of employment)
- Certification as Professional in Human Resources, Senior Professional in Human Resources, or School Leadership is desirable

REQUIRED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Effective and forward-looking human resources practices and principles designed to recruit and retain employees dedicated to improving all students' achievement
- General principles of leadership, management and human resources administration

- State, federal, and local laws related to all aspects of human resources administration, particularly those unique to California school settings
- K-12 school district and school site operations and how they are interrelated
- Position control systems and school district staffing systems and procedures

ABILITY TO:

- Lead and manage a complex Human Resources Department focused continually on excellent customer service
- Identify talent in District employees; coach all employees so they continue to grow professionally
- Deliver difficult messages with empathy and diplomacy
- Build and maintain positive relationships with individuals and groups
- Collaborate effectively with other District employees toward common goals
- Resolve conflicts that may develop between employee groups, employees, and parent(s)/community member(s) and employee(s)
- Be sensitive to the cultural, socioeconomic and academic diversity of the community, students, and workforce
- Establish objectives and deliver results that have a significant impact on the District and its students
- Make decisions within his/her area of responsibility, vetting key decisions through Senior Cabinet and/or the Superintendent
- Communicate effectively on important matters related to Human Resources with the Board of Education, the public and other external stakeholders who may have different points of view but share interests
- Influence others within the organization regarding key change imperatives and objectives
- Direct the maintenance of a variety of reports and files related to the Human Resources Department
- Communicate effectively orally and in writing
- Meet schedules and timelines
- Effectively supervise assigned staff
- Effectively use technology to accomplish assigned duties

PHYSICAL REQUIREMENTS:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 40% sitting, 40% walking, and 20% standing. This job is usually performed in an office environment but some functions may be performed at school sites, other district departments, or in community settings.

Board Approved:

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

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