



**POSITION DESCRIPTION: Assistant Superintendent, Human Resources**

**Salary Grade: Assistant Superintendent- Unscheduled Management Salary Schedule**

**Department: Human Resources**

**FSLA Classification: Exempt**

**Bargaining Unit: None**

**Work Year: 12 Month**

**Reports to: Superintendent**

**Board Approval Date: TBD**

**Primary Function:**

Under the general direction of the Superintendent, provides administrative direction and evaluation for all aspects of Human Resources Division which involves employee recruitment, selection and performance management of all District personnel; collective bargaining and contract management; and administration of health and welfare benefits and Workers' Compensation.

**Essential Job Functions include, but are not limited to the following:**

- Serves as a member of the Superintendent's cabinet; assists the Superintendent in implementing the Board's adopted strategic plan and in articulating a vision for the District's program.
- Communicates directly with the Board of Education, prepares reports and makes recommendations as appropriate, and interprets Board Policy for management and non- management employees.
- Develops partnerships and grant opportunities with local, state, and national agencies relative to employee recruitment and personnel management.
- Analyzes current local, state and federal laws, rules, regulations, and other requirements to ensure compliance and to model best practices in developing human capital.
- Leads the recruitment, selection, placement, evaluation, promotion, and discipline of all District personnel; implements relevant bargaining unit contracts, State laws and District policies.
- Responsibility for all aspects of employee contract management for certificated and classified bargaining units, acts as the Lead Negotiator for the District.
- Provides training to District classified and certificated management employees regarding evaluation, contract administration, disciplinary procedures, and discrimination and harassment prevention.
- Directs and/or carries out investigations regarding site and district personnel and acts as an authorized representative of the board for purposes of employee discipline.
- Responsible for the development and maintenance of employee records including personnel files, employee attendance, credentials, criminal background checks, Mandated Reporter and legally required trainings, and tuberculosis clearance.
- Administers District health and welfare benefits programs including negotiation of programs and plan coverage, research of cost containment and coverage options. Administers the District Workers' Compensation, disability, and unemployment programs
- Develops and administers job specifications for all position classifications including Reclassification, Salary Schedules and all offers of employment.
- Facilitates the work of the Employee/Employer committees—Professional Growth, Labor Management Collaborative, and others as needed.
- Establish and lead interdepartmental teams to address complex District issues; create and maintain a culture of collaboration and continuous improvement among departments and sites to serve the Strategic Goals of the Board.
- Assumes responsibilities for professional growth and development, keeping current with literature, new research findings, and improved techniques; attend appropriate professional meetings.
- Evaluates and supervises administrators including principals and program staff as appropriate.
- Performs other related duties as assigned.

### **Training, Education and Experience**

- ☒ Any combination of training, education and experience directly related to the duties and responsibilities of the position; Master's degree is desired but not required.
- ☒ Demonstrated experience with personnel management, school and labor law including collective bargaining, employer-employee relations, recruitment and staffing and professional development.
- ☒ Demonstrated record of managing large scale systems, program alignment and coherence.
- ☒ Teaching and principalship experience highly desirable.

### **Minimum Requirements**

- ☒ Ability to pass Department of Justice (DOJ) fingerprint clearance.
- ☒ Within 60 days of hire, provision of TB (tuberculin) clearance.

### **Licenses/Certifications**

- ☒ A valid Driver's License.
- ☒ Appropriate California Administrative Services Credential.

### **Abilities and Knowledge**

- Ability to develop and set high standards for the practice and professionalism of all staff.
- Ability to facilitate positive relationships and collaborate with diverse groups.
- Ability to provide direction and build leadership capacity among district staff.
- Ability to plan, direct, and establish priorities and simultaneously coordinate a variety of projects.
- Ability to collect, interpret, and analyze complex technical data, as well as identify potential problems, evaluate alternative solutions, and prepare sound recommendations.
- Knowledge of consensus building techniques and conflict resolution strategies.
- Knowledge of human resource, personnel administration, and leadership development best practices in the educational sector.
- Knowledge of Federal, state and local labor law, California State Education Code and legislation as they relate to public education and staff in school.

### **Working Conditions**

- ☒ Hours may vary to meet district and student needs.
- ☒ Local and out-of-county travel required for the purpose of meetings, events, and other activities.

### **Physical Considerations:**

- ☒ Sufficient vision to read copious printed and electronic material.
- ☒ Sufficient hearing to conduct in person and telephone conversations.
- ☒ Sufficient volume, tone, and diction in conversation, on the telephone, and in addressing groups.
- ☒ Sufficient physical mobility and dexterity of hands and fingers to operate technology and other devices.