

**ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES**

**DEFINITION**

The Assistant Superintendent of Human Resources assists the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible Human Resources programs and services. The Assistant Superintendent of Human Resources supervises on a constant, ongoing basis the translation of the District's Human Resources philosophy, goals, and objectives into active terms that directly benefit each individual employee. The Assistant Superintendent of Human Resources shall be the Chief Administrative Officer of the Human Resources Department and shall be directly responsible to the Superintendent.

**EXAMPLES OF DUTIES**

- Directs the development, implementation and coordination of the District's certificated and classified Human Resources programs
- Serves as a member of the Superintendent's cabinet, the chief purpose of which is to maintain top-level communications on district-wide policy matters and to serve as a Review Group when group judgment and experience are desirable or necessary to decision-making
- Provides advice and counsel to the Superintendent, to the Management team, to the Board of Trustees, and others on all matters relating to the functions of the Human Resources in the District
- Attends all meetings of the Board of Trustees and advises as to the Human Resources responsibilities and liabilities of the District
- Manages the negotiations process for the purpose of meeting and negotiating with bargaining unit employees and maintaining records of all proceedings.
- Confers with legal counsel concerning personnel matters
- Directs the programs of recruitment, selection, appointment and promotion of certificated and classified personnel, including substitutes and home teachers
- Designs, develops, and administers the district training program for all employees on matters relating to personnel policies and practices including an initial orientation for new employees, and a comprehensive professional development program for classified staff
- Develops, coordinates, and updates the implementation of all District Board Policies and Administrative Regulations

- Prepares reports and recommendations for the Superintendent and Board of Trustees on all aspects of Human Resources related matters
- Assists the Superintendent, the Assistant Superintendents and Principals in determining staffing needs and ratios
- Makes school site visitations to assist with administrative decisions regarding Human Resources matters
- Monitors the high standards of performance in the Human Resources Department and evaluates the achievement of these standards
- Promotes positive employee/employer relations
- Plans and directs a program of performance evaluation for all District staff
- Directs a program of wage and salary administration, personnel research and surveys, maintenance of the employee database, employee records, and other personnel operations and related policies
- Administers the District's employee benefit program, including insurance, retirement and workers' compensation
- Oversees the District's Risk Management Department
- Implements District procedures related to employee grievances, resignation or retirement from service, discipline, and dismissals
- Interprets District regulations and administrative procedures regarding graduate study programs, employee contracts, salary placements and extra payment factors
- Acts as the District's Chief Information Officer to manage internal and external communication including major events, accomplishments and emergencies
- Assumes additional responsibilities, tasks and duties as may be determined by the Superintendent or his/her designee

### **QUALIFICATIONS GUIDE**

#### **Knowledge of:**

- School operations and management
- Personnel practices
- Education Code; Government Code
- Supervision
- Staff development and training
- Effective communication strategies and techniques

**Ability to:**

- Effectively plan and administer the Human Resources program of the District
- Monitor and assist certificated staff with credentials
- Develop, interpret, and monitor program budgets and to evaluate and compare the costs associated with the delivery of personnel services
- Develop, monitor and maintain an effective community relations program
- Establish and maintain effective working relationships with the staff and the public, to speak and write effectively, and to plan, organize, and supervise the work of others

**WORKING CONDITIONS**

- Light to moderate physical effort
- Frequent standing or walking
- Periodic handling of light weight material
- Rapid paced work
- Moderate to high levels of stress
- Frequent evening meetings
- Frequent driving to District sites
- Primarily indoor office and school environment.

**Training and Experience**

Applicable credentials: Administrative Credential and Masters Degree

Credential requirement to be supplemented by eight years of progressively responsible experience in Human Resources management or other equivalent educational administrative experience.

**Physical:**

Ability to pass required District physical.

**ESSENTIAL JOB FUNCTIONS :**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time

- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*