

## ASSISTANT SUPERINTENDENT/HUMAN RESOURCES

### **BASIC FUNCTION:**

Under the direction of the Superintendent, plan, organize, control and administer the district's personnel system including classified and certificated employees and programs; administer the worker's compensation program, assure compliance with applicable district rules and policies, and state and federal laws, codes and regulations; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

- Plan, organize, control and administer the district's personnel services and programs including recruitment, selection and retention of certificated and classified personnel; participate on interview panels for employment of administrators; post jobs and visit universities and colleges.
- Assure that Board policies, state and federal laws and collective bargaining agreements are correctly and fairly administered; develop policies and administrative regulations.
- Plan, implement and administer the district's worker's compensation program; assure district compliance with CAL-OSHA regulations, and federal, state and local laws.
- Lead negotiator in the collective bargaining process for certificated and classified associations; provide technical expertise to others as needed; implement and monitor collective bargaining contracts.
- Work closely with principals, department heads and program managers in projecting enrollments and determining staffing ratios and general staffing allocations.
- Manage personnel procedures related to applications, examinations, eligibility, promotion, demotion, transfer, dismissal, resignation, layoff, reemployment, vacation, leave of absence, compensation, licensing and certification as applicable for both classified and certificated personnel.
- Manage personnel functions related to summer school employment, substitute teachers, special education, employee evaluations, contracts, research, personnel handbooks, or others as assigned by the Superintendent.
- Supervise, develop and evaluate the performance of assigned staff; interview and select employees; make decisions or recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Oversee the employee benefits program, medical verifications, planning and budgeting; communicate with administrators, personnel, employee groups, service providers, public agencies, attorneys, insurance companies and other outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- Plan, organize and implement long-term and short-term programs and activities designed to develop assigned services; perform a variety of major special projects affecting personnel programs and activities.
- Attend all Board meetings and prepare Board agenda items; present reports and provide technical counsel to the Board as requested by the Superintendent; review and present Board items affecting personnel services; update the Board in closed sessions regarding employees and other personnel matters.
- Prepare and administer the certificated and classified salary schedules in accordance with district policies and principles of sound fiscal management. Maintain and monitor position control for all authorized positions.
- Monitor the Affirmative Action Program and employment discrimination complaint officer and assure compliance.
- Provide for development of job descriptions; conduct job analyses, gather data and document findings.
- Direct the maintenance of comprehensive personnel records and other files related to classified and certificated personnel; complete state and federal forms; process a variety of documents including grievances, conference attendance, mediations and others according to established procedures.
- Conduct investigations of sexual harassment complaints and other employee complaints and provide training to management and staff on prevention of sexual harassment.

- Provide administrative leadership in the development and/or revision of personnel policies, regulations and procedures; interpret policies, procedures and collective bargaining agreements; mediate disputes as necessary.
- Provide counseling to employees regarding their rights, classification, benefits, requirements, retirement, compensation and other related items.
- Attend and conduct staff meetings; attend state and regional conferences and workshops to maintain current knowledge of regulations and requirements related to classified and certificated personnel.
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Education, labor, health/disability and other laws, codes, rules and regulations related to classified and certificated personnel.

Planning, organization and administration of the worker's compensation program.

Applicable laws, codes, regulations, PERB decisions, policies and procedures related to assigned activities including CAL-OSHA, worker's compensation, liability, negligence, etc.

Credentialing rules and procedures.

Negotiation processes.

Principles and practices of administration, supervision and training.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Administer, plan, coordinate and supervise the district's personnel system including classified and certificated employees and programs.

Assure compliance with district rules and policies, and state and federal laws, codes and regulations.

Supervise and evaluate the performance of assigned personnel.

Establish and maintain cooperative and effective working relationships with others.

Prepare and administer assigned budgets.

Interpret, apply and explain rules, regulations, policies and procedures.

Monitor Affirmative Action Program.

Communicate effectively both orally and in writing.

Work independently with little direction.

Work confidentially with discretion.

Meet schedules and time lines.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of records and files related to assigned activities.

Read and analyze a variety of materials.

**EDUCATION AND EXPERIENCE:**

Master's degree in education, public administration, personnel or related field.

Minimum five years experience as a classroom teacher.

Minimum five years administrative experience as a school site administrator.

District Office level experience in Personnel preferred.

**LICENSES AND OTHER REQUIREMENTS:**

California Teaching Credential

California Administrative Credential

California Driver's License (driving to school sites required)

6/10/10

SMJUHSD

Mgmt