



Manhattan Beach  
Unified School District

**ASSISTANT SUPERINTENDENT—HUMAN RESOURCES**

Department/Division	Human Resources
Reports To:	Superintendent
Provides Direction To:	Human Resources Staff, All Administrators
FLSA Exemption Status:	Certificated Management
Date Prepared:	May 10, 2016
Date Adopted by Board:	May 18, 2016

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

**DEFINITION**

Under the direction of the Superintendent, the Assistant Superintendent of Human Resources provides leadership to plan, organize, control and administer the District’s personnel system, including classified and certificated employees and programs; assure compliance with applicable District rules and policies, State and federal laws, codes and regulations; serve on the District’s negotiating team for certificated and classified bargaining; supervise and evaluate the performance of assigned personnel; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Superintendent of Human Resources serves as a member of the Superintendent’s Cabinet, is directly responsible to the Superintendent and is accountable for the management of the Human Resources Department. The Assistant Superintendent of Human Resources has the primary responsibility in establishing criteria and recommending employment, providing direction for evaluation and supervision of all personnel, maintaining positive relations with all employee groups, assignments and dismissal of personnel in cooperation with appropriate District personnel. The Assistant Superintendent of Human Resources serves as the Uniform Complaint Officer. The position requires the ability to work effectively within the scope of a broad and complex set of laws, regulations, requirements and other mandates. Directly related administrative and leadership experience is necessary to manage the duties and responsibilities of this position. The job requires the ability to analyze, develop and offer alternative solutions to a variety of complex issues and concerns. Decisions are made by the Assistant Superintendent of Human Resources that have a critical impact on the District goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Plan, organize, control and direct the classified and certificated personnel function of the District;

Assistant Superintendent – Human Resources

assure compliance with a variety of State and federal regulations, laws and reporting requirements; research, develop and recommend new procedures and programs

- Administer Merit System regulations
- Serve as Secretary to Personnel Commission
- Assure that Board and District policies, State and federal laws and collective bargaining agreements are correctly and fairly administered; develop policies and administrative regulations
- Direct the recruitment and selection process for classified and certificated personnel; develop, implement and oversee job announcements, testing activities, paper screening, interviewing, reference checking and other selection processes; oversee the planning and implementation of orientation and processing procedures for certificated and classified personnel
- Supervise, develop and evaluate the performance of assigned personnel; interview and select employees; make decisions and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff
- Investigate and resolve complaints against employees
- Investigate and respond to Uniform Complaints
- Create, review and evaluate positions, salaries and classifications; recommend organizational and staffing patterns and maintain position control
- Supervise the substitute system for certificated and classified personnel
- Communicate with other administrators and District personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Serve as the District Grievance Officer and be responsible for the processing and, adjudicating of grievances
- Serve as the District Affirmative Action Officer, and carry out all responsibilities as indicated in the affirmative action plan
- Responsible for maintaining and updating staff data in the LACOE and Student Information System databases to ensure accurate reporting to the State through CALPADS and other data collection processes
- Supervise all credentialing requirements for certificated staff and substitute teachers including assignment monitoring
- Supervise the Human Resource Department budget
- Assist all management personnel in matters pertaining to contract management

- Attend 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
- Review Administrative Services projections related to anticipated enrollment changes for succeeding years and, in collaboration with the Deputy Superintendent, develop long-term staffing goals and recommend to the Superintendent anticipated staffing needs
- Assure confidentiality of personnel record keeping
- Maintain regular contact with the Administrative Services Office, Educational Services, Student Services, site principals, other directors, supervisors and staff to coordinate personnel services with District needs
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel
- Maintain accurate and current seniority lists for both certificated and classified personnel.
- Develop and update job descriptions
- Develop and update board policies related to human resources
- Oversee and administer the arrangements for employee recognition activities
- Assist the Superintendent and the Assistant Superintendent of Educational Services in planning and administering staff development programs for certificated and classified employees
- Interpret personnel policies and contract language related to certificated and classified personnel
- Prepare personnel reports and surveys to the State, county, district and professional organizations
- 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 other duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, trends, techniques, strategies, goals, and objectives of public school personnel administration
- Principles, methods and techniques pertaining to recruitment, selection and evaluation of personnel
- Education, labor, health/disability and other laws, codes, rules and regulations related to classified and certificated personnel
- Teacher credentialing laws
- PERB decisions
- Board policies
- Legal mandates, policies, regulations, and operational procedures pertaining federal and State laws
- “No Child Left Behind Act of 2001” (NCLB)/ Every Student Succeeds Act (ESSA), laws, policies, procedures and practices as it pertains to classified and certificated personnel
- Merit System
- Oral and written communication skills in English; writing skills to develop professional correspondence; effective oral communication to conduct meetings
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques

### **Ability to:**

- Perform all essential duties of the position
- Demonstrate effective leadership skills
- Administer, plan, implement, and coordinate the District’s personnel system including classified (Merit System) and certificated employees and programs
- Assure compliance with applicable District rules and policies, and State and federal laws, codes and regulations
- Establish and maintain cooperative and effective working relationships throughout the work environment, and with public officials, vendors, consultants, and the general public

- Prepare and administer assigned budgets
- Assemble and analyze data and make appropriate recommendations to school officials and the Board of Trustees
- Interpret, apply and explain rules, regulations, policies and procedures, including the Education Code and certificated and classified collective bargaining contracts.
- Work with the Personnel Commission
- Hear and resolve employee grievances and complaints and take appropriate course of action
- Communicate effectively both verbally and in writing; prepare and deliver oral presentations
- Use correct English usage, grammar, spelling, punctuation and vocabulary
- Demonstrate proficiency in technology
- Maintain current knowledge of State and federal laws, rules, regulations, requirements and restrictions
- Read, interpret, apply and explain State and federal rules, regulations, policies and procedures pertaining to personnel
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Meet schedules and time lines
- Maintain records and prepare comprehensive narrative and statistical reports, including confidential materials
- Supervise and train classified personnel; evaluate certificated and classified staff
- Drive a vehicle to various District locations, school sites, and meetings to conduct work

### **EDUCATION/TRAINING AND EXPERIENCE**

Master's degree or above in educational administration from an accredited institution. Minimum of three years teaching experience. A minimum of five years of successful administrative experience at the site or district level is required. Experience as a K-12 site principal is preferred. Demonstrated leadership ability and knowledge/experience in increasingly responsible roles. Training or experience with employee-employer relations, including bargaining table experience.

## **Licenses/Certificates/Special Requirements:**

Valid California Administrative Services Credential  
Valid K-12 teaching credential  
Valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance policy  
Certificate from ACSA Personnel Training Academy or willingness to attend ACSA Personnel Training Academy

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

### **Physical Demands**

While performing the duties of this class, the employee is regularly required to sit for extended periods of time; hear and speak to exchange information in a proficient manner, in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee may frequently be required to stand and walk, bend, stoop, and kneel. The employee must occasionally grasp, lift and move records and documents typically weighing as much as 20 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

### **Mental Demands**

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including District employees, students and parents. Some stress may be encountered while performing the duties of this position.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

## **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.