

UNION SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

The Position

The Assistant Superintendent, Human Resources is a cabinet level position reporting to the Superintendent. The Assistant Superintendent, Human Resources provides leadership for and coordination of all functions related to personnel; legal compliances; policy management and general administrative functions; provides general oversight of registration, enrollment and student transfers.

REPRESENTATIVE DUTIES

- Leads & coordinates the duties of, but not limited to:
 - Personnel Coordinator
 - Human Resource Technician
 - District Office Receptionist
- Serves as the chief personnel officer of the District and chief negotiator.
- Manages collective bargaining agreements and labor relations.
- Manages and monitors credential compliance for all certificated staff.
- Designated Uniform Complaint Officer.
- Manages position control.
- Accepts a direct reporting relationship from Principals and focuses efforts on helping Principals manage issues related to personnel, legality, planning and general administration.
- Supports managers with complaints against employees.
- Assumes responsibility for recruitment, screening, and interviewing of all personnel.
- Plans and coordinates all personnel performance appraisal processes.
- Responsible for Workers' Compensation claims, issues and resolution.
- Manages and assists with the Return to work/Rehire policies for injured or disabled employees; conducts and/or supports interactive dialogues and workplace accommodations.
- Maintains and updates HR & Registration portion of District website.
- Plans effective in service programs for all classified personnel based on appraisal of performance.
- Manages the District Recognition Programs.
- Manages necessary personnel files for CALPADS, CBEDS, employee hiring, promotion, demotion, salary scale determination, leaves of absence, termination and/or staff reduction.
- Manages staffing needs and ratios.
- Assures legal compliance of all programs for which responsible.
- Maintains a program of personal professional growth.
- Manages the budgets for all programs in the Human Resources Division.
- Maintains a schedule of regular school visitations.
- Attends all meetings of the Board of Trustees to present items for Board action or information related to Human Resources.

- Maintains an effective working relationship with colleagues. Takes immediate and appropriate action to repair communication problems should any arise.
- Manages the District calendar adoption process and maintains the District calendar.
- Reviews Board Policy and Administrative Regulations and recommends appropriate revisions related to position responsibilities. Assures proper distribution, communication and compliance.
- Supports District safety efforts.
- Performs such other duties as may be assigned by the Superintendent.

Qualifications

Required Certification, Education and Experience:

Must have any combination equivalent to: Bachelor's degree from an accredited college or university with major course work in education, educational administration, human resource administration or related field; Master's degree preferred; and five (5) years of more progressively responsible experience in the area of education and management, or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities; Must possess or qualify for a California Teaching Credential and/or Pupil Personnel Services Credential and a California Administrative Services Credential and a valid California driver's license.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

SALARY & BENEFITS: The Assistant Superintendent, Human Resources is compensated per the Management Salary Schedule. This position works 221 days (Full time). The District provides a competitive benefit package.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with high noise and distraction levels.
Driving a vehicle to conduct work at other sites.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation and or training in English and, possibly, a designated language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Lift up to 5 or more pounds;

Carry up to 5 or more pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.