

# **Gilroy Unified School District**

**7810 Arroyo Circle  
Gilroy, CA 95020**

## Job Description

Assistant Superintendent – Human Resources

**General Description:** Plans and facilitates a comprehensive centralized hiring process including all sites and departments employing certificated personnel services. Services include recruitment and selection; verification of qualifications; employee orientation; employee counseling; records management; labor contract support; and employee status transition. Provide highly responsible and efficient staff assistance to the Superintendent in the performance of duties in the Human Resources Department.

Under the direction from the Superintendent, this position must apply knowledge and skills to a wide variety of complex technical and interpersonal problems, taking into consideration financial and legal ramifications. Contacts extend to all departments in the District, school sites, external agencies, labor unions, and the general public on a regular basis.

Assistant Superintendent is responsible for monitoring and investigating all complaints by following the law, board policy and employee bargaining unit agreements. Also responsible for responding to all written and verbal complaints in a professional, confidential and timely manner.

Under the direction of the Superintendent, works with the Director of Classified Human Resources to make sure that the Human Resources Department is providing and coordinating services for all employees, departments and outside agencies including the public in an efficient and timely manner.

### **Essential Types of Duties:**

- Directs and coordinates the organization, staffing and operations activities for certificated human resources including recruitment, orientation and training, and labor/employee relations.
- Works with certificated employees and administration to correct deficiencies.
- Implement discipline and termination procedures for certificated staff.
- Coordinates professional programs such as Peer Assistance and Review, Principal/Administrator training and other certificated staff development activities to support the educational goals of the district.
- Determines certificated staffing based on enrollment projections.
- Monitors student/teacher ratios for appropriate certificated staffing at all school sites and departments.
- Collaborates with others to resolve district issues related to personnel.
- Assists administrators with the implementation of the certificated evaluation system and provide accountability for the equitable and consistent evaluation of all certificated staff.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovation in the field of human resource administration and personnel.
- Coordinates with Business Services on matters affecting employees pay or benefits.
- Prepares reports and updates as required or directed by Superintendent.
- Participates on the District's negotiating teams.
- Attends board meetings and executive team meetings as directed by Superintendent.

- Performs other related duties as required to accomplish the objectives of the position.
- Works cooperatively with all staff.

**Qualifications:**

Knowledge and Skills: Requires considerable specialized knowledge of the principles, practices, and procedures of teacher job classifications, compensation, employment, conflict resolution, labor relations, and other personnel services. Requires special skill at facilitating small group processes, for resolving problems with quantitative and qualitative dimensions, and optimizing actions with diverse groups. Requires well-developed written language skills to prepare complex reports. Requires well-developed human relations skills to communicate technical concepts to others often in formal presentations settings, conduct training, build an effective team, counsel employees, and resolve confrontation.

Abilities: Requires the ability to carry out the objectives and duties of the position. Must be able to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the District. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to supervise, train, evaluate and motivate staff in a manner which promotes high morals and efficiency. Requires the ability to plan, organize, and prioritize complex and technical work processes in a high volume environment in order to meet schedules and timelines. Requires the ability to communicate technical information and to interact with administrators, district staff, and outside agency representatives at all levels.

Required Minimum Skills and Abilities: Must have the ability to understand and interpret laws, rules and regulations relating to collective bargaining and the employment/evaluation of personnel; ability to counsel and advise management and all levels of staff in sensitive issues and courses of action; mastery skill in communicating orally and in writing, with large and small audiences; mastery skill in budget preparation statistical analysis and control; ability to administer programs; mastery skill in working with personnel management decisions; and mastery skill in working in both authority and on-authority relationships with others on a routine basis.

Required Minimum Training, Education and Licensing: Experience in labor relations, human resources management or a related field; a valid California Administrative Services credential and a valid California driver's license.

Required Minimum Prior Work Experience: Five years of job-related experience with demonstrated competence in the area of human resources.