



Information for Applicants for the Position of

DIRECTOR OF HUMAN RESOURCES
Santa Clara Unified School District

THE POSITION

The Board of Education and the Superintendent of the Santa Clara Unified School District invite highly qualified educational leaders to apply for the position of District Director of Human Resources. The Board welcomes a diverse group of candidates.

PROFESSIONAL PROFILE

The Santa Clara Unified School District seeks a Director of Human Resources who:

- Has a thorough understanding of "Best Practices" in the Human Relations sphere with a knowledge of current laws and regulations related to employment practices, credentialing, negotiations, position control and documentation and improvement plan.
- Can determine where current policies do and do not align with education code.
- Is computer literate and savvy.
- Has strong negotiations skills and experiences.
- Has the ability to assist the Superintendent with the examination, selection, in-service training, mentoring, or assignment of teachers, principals, or other similar personnel involved in the instructional program.
- Will have a strong vision for recruitment, retention, and professional learning.
- Has experience in maintaining and administering an effective recruitment, selection, employment transfer, workers' compensation, retention, and separation program in accordance with the provisions of the California Education Code, Administrative Regulations, Board of Trustees and district's policies, procedures, regulations, and laws related to certificated, classified and substitute personnel.
- Will develop strong collaboration with other agencies, such as districts, institutions of higher education, recruiting agencies, etc., for the purpose of recruitment and selection of employees, through job fairs, job boards, advertising of positions, and other outreach methods.
- Has a strong track record of collaboration with Institutions of Higher Education
- Possesses demonstrated experience promoting interdepartmental cooperation and efficiency.

PERSONAL PROFILE

The Santa Clara Unified School District seeks an Assistant Superintendent of Human Resources who:

- Is a systems thinker.
- Is able to make the tough personnel decision.
- Will maintain open lines of communication with site principals.
- Will hold self and others accountable.
- Has a true commitment to equity.
- Is a "hands-on" leader.
- Is a person of great integrity.

- Is responsive and approachable.
- Is an active listener and collaborative in nature.
- Is highly organized.
- Has excellent communication skills.

MINIMUM QUALIFICATIONS, CREDENTIALS, EDUCATION AND EXPERIENCE

- Master's degree required; Doctorate desirable.
- Specific preparation in administration of public education, personnel practices and procedures, and employer/employee relations.
- A valid Clear California Administrative Services Credential and valid Clear Tier II Administrative Services Credential
- A valid California Teaching or Service Credential that meets professional teacher education requirements of school, district, and State.
- A valid Clear California English Language Learner (ELL) Authorization preferred
- Successful experience in human resources administration in an education institution.
- Previous administrative experience, preferably including district level responsibility. Principalship or equivalent experience is highly desirable.
- Successful teaching experience required.

SELECTION PROCESS

The Board of Education has retained Consultants Dr. Eric Andrew of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Superintendent for interviews and further consideration. The Superintendent and Cabinet will have the opportunity to review all applications submitted. Any contact with the Superintendent or Board members, in an attempt to influence the selection process, will be considered a breach of professional ethics. Finalists will have an opportunity to familiarize themselves with the community and schools. The Superintendent and Board members reserve the right to visit the District and communities of a candidate prior to a final decision.

SALARY

This position is on the salary schedule and is highly competitive: \$178,858 to \$207,320, plus benefits package.

APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A fully completed application form.
- A letter of application
- A resume
- Three professional references
- Verification of degrees and credentials (finalists only)

All materials will be acknowledged and treated confidentially.

THE DISTRICT

Santa Clara Unified School District (SCUSD) serves over 15,300 K-12 students and an additional 6,000 students in preschool through adult school. Neighborhoods in the Cities of Santa Clara, Sunnyvale, San Jose, and Cupertino comprise the District's 56 square-mile area. Santa Clara Unified prides itself on having teachers, classified employees, and administrators who are dedicated, experienced professionals who care about each student's well-being and academic preparation.

THE BOARD OF EDUCATION

Jodi Muirhead, Board President
Vickie Fairchild, Vice President
Bonnie Lieberman, Board Clerk
Jim Canova, Board Member
Albert Gonzalez, Board Member
Andrew Ratermann, Board Member
Michele Ryan, Ph.D., Board Member

The Santa Clara Unified School District is an equal opportunity employer.

APPLICATION PROCESS AND DEADLINE

To request application materials for the Santa Clara Unified Director of Human Resources position, please visit <http://leadershipassociates.org/active-searches/> and select the listing for this position.

Applications must be completed and returned via email by 5:00 PM, on March 31, 2021.

**Consultants:
Eric Andrew**

Leadership Associates
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Santa Barbara, CA 93105

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For general information, contact:
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