

## Fremont Unified School District

### JOB DESCRIPTION

Title and Classification:	Assistant Superintendent of Human Resources
Department/Office:	Human Resources
Immediate Supervisor:	Superintendent
Terms of Employment:	Assistant Superintendent , HR Salary Schedule

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#### **General Description:**

Serve as chief personnel administrator, responsible for all operations of the personnel office, including recruitment, selection and assignment of staff, maintenance of employee records, processing of personnel transactions and credential verification.

#### **Essential Functions:**

- Coordinate District programs for service and support to schools through personnel recruitment of highly qualified candidates, retention, and administration for both certificated and classified staff.
- Sustain customer service outreach by fostering and promoting project design district wide.
- Promote continued interdepartmental team activities on “Talent Management” through collaborative partnership with the Instructional Services Department.
- Provide counsel to administrators, teachers and classified employees on personnel matters and oversee the grievance and employee processes for both classified and certificated employees.
- Develop and implement innovative programs to recruit, train, and retain effective administrators.
- Ensure systems and processes are in place and effective for maintaining communications and good relations with the community and various community organizations, including participation in community and civic activities.
- Serve the District as the lead negotiator on matters related to collective bargaining.
- Confer with representatives of employee organizations and District officials regarding personnel matters.
- Interpret and apply laws, rules and District policy regarding personnel administration.
- Plan and supervise employee performance evaluations.
- Responsible for maintaining employee records with timely and orderly processing of personnel transactions.
- Works with District and site administrators to coordinate enrollment projections and staff assignments.
- Assist in the making revisions and additions to written Board policies and maintaining the Administrative Guide.
- Implements employee oversight processes including medical record and fingerprint clearance, credential verification, and interacts with law enforcement and State agencies regarding employee transactions.
- Serve as a resource to District staff on matters of school-community relations and information.
- Assist the Superintendent in establishing citizen advisory committees, as assigned.
- Serve as Hearing Officer, as assigned.
- Serve as Compliance Officer to receive and investigate complaints and to ensure District compliance with applicable laws.
- Oversee all sexual harassment complaints to ensure that each complaint is promptly and appropriately investigated and properly concluded.

#### **Physical Requirements:**

- Requires vision (which may be corrected) to read small print.
- Requires hearing (which may be corrected) to hear conversation in the classroom, on the phone and over the intercom system.
- Requires the ability to write or type to communicate effectively with parents, students, and staff.
- Other physical activities related to the operation of a classroom (including but not limited to, bending, lifting, squatting, sitting, walking).