



# *Sequoia Union High School District*

## Job Description

### ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

#### DEFINITION

The Assistant Superintendent of Human Resources reports to the Superintendent. The position is responsible for the overall planning, organization, administration, and evaluation of district Human Resources for all certificated and classified employees. Specific responsibilities include, but are not limited to, professional learning and development services, mandatory employee trainings, employee recognition, progressive discipline, complaint investigation, employee association negotiations, employee benefits and workers' compensation, teacher credentialing, recruitment and orientation of new employees.

#### ESSENTIAL DUTIES

#### MAJOR RESPONSIBILITIES:

- Serves as a member of the Superintendent's senior cabinet.
- Works with the Superintendent and senior management in implementing the Board's adopted strategic plan and in articulating a vision for the district's programs.
- Contributes to the meeting of district goals by participating with senior-level school site and district management in assisting the Superintendent in planning for and managing district operations.
- Attends all regular and special meetings of the Board of Education and makes reports on district programs as directed by the superintendent.
- Prepares and implements policies, procedures, and practices and interprets policies and practices for the Board, the staff, and the community under the direction of the superintendent for assigned areas of responsibility.
- Oversees the preparation and presentation of studies and reports critical to effective decision-making in assigned areas of responsibility.
- Acts as the key spokesperson for assigned areas of responsibility. In that capacity, provides public representation regarding district issues on various committees and before special interest groups, citizen groups, and other public meetings.
- Attends professional meetings, conferences, institutes, etc., to represent the district and the Superintendent as needed and to keep abreast of current trends and practices.
- Stays current on local, state and federal laws, rules, regulations, and other requirements for compliance by the district.
- Provides leadership and assistance in the design, operation, monitoring, and evaluation of assigned programs.
- Provides leadership, management, supervision, and direction to assigned management, professional and support staff and consultants.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.

## **HUMAN RESOURCES**

- Plans and directs a program for recruitment, selection, placement, and retention of certificated and classified personnel, including promotion from within the district.
- Lead the districts effort in advancing racial, gender identity, and sexuality equity in order to ensure all students are welcomed in a safe environment that values diversity.
- Encourage prospective applicants with diverse backgrounds and experiences to apply, specifically anti-bias educators who are racially conscious, equity-focused, and motivated to support the success of all of our students.
- Work to employ educators with personal or professional development experience/training in identifying, learning, facilitating, and/or implementing best practices related to diversity, equity, and inclusion.
- Works to employ multilingual educators with experience teaching in diverse and underserved communities are strongly encouraged to apply.
- Prepares certificated and classified staffing allocations in collaboration with Administrative Services.
- Develops and maintains up-to-date job descriptions.
- Is responsible to the Superintendent and Board of Trustees for all collective bargaining matters including service as chief negotiator for all bargaining contracts.
- Is responsible for the administration of all employee collective bargaining agreements.
- Maintains and develops positive communication with employee groups, the public, and the Board of Trustees.
- Administers the district's employee benefit program, including health and welfare, retirement, and workers' compensation.
- Administers salary and wage policies.
- Coordinates and monitors the district's evaluation procedures for certificated, classified, and management staff.
- Maintains adequate and sufficient personnel records and files in compliance with law.
- Supervises and evaluates personnel office employees.
- Prepares and administers the division budget and assist in the preparation and administration of the district's budget.
- Interprets and applies the Education Code, Board Policy and Administrative Regulations for personnel and employee relations matters.
- Serves as Compliance Officer investigating formal complaints and bargaining unit grievances including the management of the district's complaint response process to ensure timelines are met and thorough investigations are performed with appropriate feedback provided.
- Oversees the district's Illness and Injury Prevention Program.
- Plans and directs all personnel programs in compliance with district, state and federal regulations.
- Oversees the updating, revising, and creating of policies and administrative regulations for Board approval.
- Facilitates the Peer Assistance and Review (PAR) Program providing support and monitoring of assigned teachers.
- Directs Americans with Disability Act (ADA) compliance and manages interactive processes.
- Performs other related duties and responsibilities as assigned by the Superintendent.

## **REQUIRED QUALIFICATIONS**

- Valid California Administrative Credential
- Secondary Teaching Credential
- MA or MS degree or higher

- Minimum of five years of verifiable experience as a successful classroom teacher
- Minimum of five years of verifiable experience as a high school site administrator

### **DESIRED QUALIFICATIONS AND EXPERIENCE**

- Deep knowledge of California public schools and the current educational landscape.
- Successful experience in staffing schools.
- Commitment to the mission of a public high school system focused on providing equitable opportunities and outcomes for its most disenfranchised, historically marginalized and vulnerable students and families.
- Successful leadership experience in human resources, including knowledge of state and federal labor laws and employment provisions of the California Education Code.
- Successful experience in a multi-union environment within a public agency context.
- Strong conceptual, analytic and organizational/systems thinking necessary to interpret data, inform goals and strategy development, and lead implementation/execution.
- Demonstrated record of effective leadership and ability to navigate complex issues and drive organizational change in a culturally diverse organization.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work effectively across multiple functions and roles (e.g., customers, policy-makers, supervisors, direct and indirect reports, peers/colleagues, external stakeholders) within a complex, multi-layered organization.
- Strong people management skills with a successful track record of leading teams to excellent outcomes.
- Excellent project management skills and experience in a context of competing priorities with limited resources and infrastructure.
- Skill to interpret and apply principles, policies, laws, regulations, requirements, contracts, and Memorandum of Understandings. Ability to exercise sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives, and making sound recommendations
- Skill to prepare clear, concise and competent reports, correspondence, and other written materials effectively with others.
- Strong written and verbal communication skills, including the ability to convey information to a variety of audiences (e.g., large groups, staff meetings, executive briefings, public board meetings, memos, etc.).
- Ability to work effectively in emotionally charged and difficult situations that may involve confidential or sensitive matters.
- Demonstrated ability to supervise and evaluate the work of others.
- Knowledge of word-processing programs, spreadsheets, and databases.
- Ability to manage budgets.
- Ability to balance several job functions at one time and work under a heavy work load.
- Ability to work in and contribute to create a performance culture and highly collaborative environment.
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to promote positive staff morale.
- Ability to work independently with little direction.
- Ability to delegate responsibility wisely.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and view a computer monitor.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

## **OTHER REQUIREMENTS**

- Maintain a valid California Driver License.
- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.