

Antelope Valley Union High School District

Assistant Superintendent – Human Resources

Brief Description of Position

Under the supervision of the Superintendent, the Assistant Superintendent of Human Resources Services is responsible for the recruitment, selection, assignment, transfer and evaluation of certificated and classified personnel. Directs and coordinates necessary services and functions relating to the employment of certificated and classified personnel. Serves as representative of the Board of Trustees in matters pertaining to employer/employee relations.

Major Duties and Responsibilities

- Directs the recruitment, placement, assignment, transfer and evaluation of certificated and classified personnel.
- Directs and organizes procedures for staff selection.
- Prepares recommendations on the District's staff inservice programs and implements the approved programs.
- Directs the preparation of certificated and classified staffing projections and analysis of staffing needs and trends.
- Directs the preparation of the human resources budget by classification and school; the preparation of all personnel contracts, and all required reports dealing with personnel.
- Directs the preparation of required reports for federal projects relating to personnel.
- Directs the implementation of legislation pertaining to certificated and classified personnel.
- Serves as representative of the Board of Trustees in meetings with employee representatives. Recommends District positions in negotiations and serves as the contact administrator.
- Directs the credentialing procedures pertaining to certificated employees.
- Directs the assignment of substitute certificated and classified personnel.
- Defines and directs the District's affirmative action program and serves as the affirmative action officer.
- Directs activities toward accomplishment of District-adopted goals and objectives.

Other Duties and Responsibilities

Other duties and responsibilities as may be assigned by the Superintendent including athletics, security, complaints and PAR.

Supervision Exercised or Received

The Assistant Superintendent of Human Resources is directly responsible to the Superintendent.

The Assistant Superintendent of Human Resources is responsible for the supervision of certificated and classified personnel assigned to the Personnel Office.

Board Approved: June 20, 1988

Minimum Qualifications

Credential – A valid California teaching or counseling credential, and hold an administrative credential.

- Certification document authorizing administrative services at secondary level.
- **Education** – Master’s degree required.
- **Experience** – Five (5) years successful administrative experience and five (5) years successful teaching experience. Training and/or experience in selection, assignment and supervision of personnel. Direct experience in the Collective Bargaining process.
- **Personal Qualifications** – Ability to meet State and District standards of physical and mental health, plus the following qualifications which are preferred by the District:

Appearance, grooming and personality which establish a desirable example for pupils and employees. A genuine liking of people and the ability to deal with personnel problems without becoming personally or emotionally involved. Physical stamina and skill in the area of human interpersonal relationships.