

Title: Assistant Superintendent, Human Resources

Overview: Under the direction of the Superintendent, provides for the overall direction, coordination, and articulation of the Human Resources Department, District's compensation program and employee/employer relations.

Job Goals: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services. Administers the particular division and/or departments of which he has charge with a maximum of efficiency.

Report to: District Superintendent

Salary: Competitive

Qualifications:

1. Master's degree required, Doctorate desirable. Specific preparation in administration of public education, personnel practices and procedures, and employee/employer relations.
2. A valid and appropriate Administrative or Supervision Credential in compliance with the provisions of Title 5, California Administrative Code, Sections 80125-80127 and California Education Code, Section 44270.
3. Successful experience in human resources administration in an education institution. A minimum of five years of successful, full-time classroom teaching experience, and five years of successful, full-time administrative or supervisory experience at the site and district office levels.
4. Demonstrated ability to work effectively and harmoniously with administrators, teachers, and other staff.
5. Demonstrated ability to communicate effectively both in written form and orally.
6. Demonstrated ability to compile and write clear, concise district policies and procedures consistent with current law and the needs of the District.
7. Ability to meet district standards for physical and mental health.
8. Evidence of mature judgment and a sensitivity to the personnel needs of the District based upon the racial/ethnic composition of the community including state and federal laws.
9. Satisfactory recommendations from a training supervisor or other professional who has observed the candidate's personal characteristics, scholastic achievement, and job-related performance.
10. Demonstrated success and a strong and visionary leader with experience at the district office level.
11. Skilled in conceptualizing, clarifying, and analyzing organizational patterns best suited to accomplish the personnel goals of the district.
12. Skilled in communicating, engaging and motivating employees toward achieving the vision and goals of the district's strategic plan.
13. Able and prepared to handle accidents and emergencies at any time.

Performance Responsibilities:

1. Accepts from the Superintendent responsibilities as the Superintendent chooses to delegate to her/him and assumes full responsibility for discharging them.
2. Works with the Superintendent and senior management to implement the Board's adopted goals and strategic plan and in articulating a vision for the district's human capital strategy.
3. Oversees, coordinates and manages the district's negotiations process and operations.
4. Manages and implements the bargaining contract with the organizational units.
5. Evaluates and supervises the performance of administrators/department heads within the Human Resources Division to secure the continual improvement of the District's program and services.
6. Oversees the District's staff recruitment and retention efforts.
7. Plays a significant role in fostering professional growth and building of staff morale throughout the District.
8. Stays current on local, state and federal laws, rules, regulations, and other requirements for compliance by the District.
9. Interprets and supports the district's compensation and benefits program, including payroll procedures. Collects and compiles pertinent salary information from relevant sources and develops recommendations for improvement within the District.
10. Supervises the administration of personnel policies. Directs the program of implementation of district personnel policies, systematically reviews personnel policies and practices, and ensures legal compliance. Coordinates the functions of the Human Resources Department with other departments of the District. Consults with the Superintendent and Board of Trustees on questions related to the District's personnel matters, bargaining agreements, state and federal law.
11. Serves, upon assignment by the Superintendent, as a resource person to various managers in the district.
12. Prepares drafts of needed board policies, administrative rules, personnel actions, and status reports for the Superintendent's review and action.
13. Keeps informed of and interprets all laws, regulations, statutes, rules, and policies affecting his/her divisions or departments.
14. Plans and administers an efficient system of recruiting, hiring, training, supervising, and evaluating all personnel.
15. Devises comprehensive and efficient systems of record-keeping in accordance with the particular needs of his/her division and the policies, regulations, and laws affecting his/her division.
16. Assumes responsibility for budget development and long-range financial planning of his/her division.
17. Serves as District Affirmative Action Officer.
18. Remains abreast of developments and innovations in the field by reading current literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field. Speaks, reads and writes in a designated second language.

Term of Employment:

This shall be a twelve-month position with salary and benefits established annually by the Board of Trustees.

Evaluation:

The evaluation and assessment of performance of the Assistant Superintendent will be conducted annually by the District Superintendent in accordance with the provisions of California Education Code, Sections 44660-44665.

Equal Opportunity:

The Oxnard School District's Governing Board is committed to equal opportunity for all individuals in education and encourages applications for employment for all persons regardless of race, religious creed, age, medical condition, marital status, color, ancestry/citizenship, sexual orientation, national origin, political affiliation, physical or mental disability, pregnancy, child birth or related medical condition, or sex (gender identity). The Board shall promote programs that ensure that discriminatory practices are eliminated in all district activities.

OXNARD SCHOOL DISTRICT

Adopted: August 20, 1997

Revised: June 3, 2020