

Santa Maria-Bonita School District

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES**

**DEFINITION OF POSITION**

The Assistant Superintendent for Human Resources is responsible for planning, organizing and directing a comprehensive personnel management program for certificated and classified service. The Assistant Superintendent for Human Resources acts from authority delegated by the Superintendent of Schools.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES**

1. Coordinate efficient functioning of all office aspects involved in the recruitment and interviewing of all personnel.
2. Coordinate and verify the certification of all certificated personnel.
3. Responsible for the assignment of all personnel, in concert with the principals and other management members.
4. Coordinate, advise, and process all disciplinary action including dismissal for all personnel.
5. Coordinate the evaluation process for certificated and classified personnel.
6. Conduct evaluation process for all management personnel as directed by the Superintendent.
7. Conduct classification and wage studies and recommend change in classification and compensation for positions and classes in the classified service.
8. Prepare and recommend new or revised Board of Education Policies and Personnel Rules; devise new or revise existing personnel forms, methods, and procedures.
9. Provide information, interpret, and apply provisions of law, rules, and district policy relating to personnel administration.
10. Serve as Superintendent's representative in working with employee organizations, both certificated and classified including formal negotiations.
11. Prepare reports required by the State Board of Education, the Board of Education, and the Superintendent of Schools.
12. Provide for necessary processing for issuance and renewal of California Teaching Credentials.
13. Maintain a central file service with a complete record of each certificated and classified employee.
14. Attend Superintendent's meetings, Board meetings, and other meetings assigned by the Superintendent.
15. Other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Education: Master's Degree Required (Doctorate Preferred)
2. Credential: Administrative Credential or such other credential as the State may require.
3. Experience: A minimum of five years in Administration.

Classification: Management

Responsibility Ratio: 1.104

Workyear: 223 days