

TITLE: **Assistant Superintendent, Human Resources**

REPORTS TO: **Superintendent**

SUPERVISES: **Certificated staff, classified staff, and volunteers as necessary**

DEFINITION:

Under direction of the Superintendent, provides for the overall direction, coordination, and articulation of the Human Resource Center, District's compensation program and employee/employer relations.

QUALIFICATIONS:

Education:

Masters degree required, Doctorate desirable. Specific preparation in administration of public education, personnel practices and procedures, and employer/employee relations. Appropriate California Administrative Services Credential.

Experience:

Successful experience in human resources administration in an education institution. Previous administrative experience, preferably including district level responsibility. Principalship experience is highly desirable. Successful teaching experience required.

MAJOR RESPONSIBILITIES: *(include but are not limited to the following)*

- Serves as a member of the Superintendent's senior and full 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 program.
- Contributes to the meeting of district goals by participating with the other senior-level managers 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 of Schools.
- 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.
- Oversees the District's staff recruitment and retention efforts.
- 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.
- Performs other duties as assigned by the Superintendent.

DIVISION RESPONSIBILITIES

- Recruitment, selection, and assignment of certificated, classified, and administrative personnel:
Plans, directs, coordinates and participates in district programs for attracting and selecting a diverse workforce of both certificated and classified employees. Receives, screens and processes applications of prospective employees. Interviews, or arranges for interviews of candidates, and coordinates the assignment of successful candidates. Maintains position control. Establishes on-boarding systems for all new employees.
- Maintenance of personnel records:
Develops and maintains an accurate and current personnel record system. Prepares statistical and other data for district and out-of district use.
- Administration of the District's compensation and benefits programs:
Interprets and administers 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. Supports staff wellness through innovative programs.
- Directs the district program of evaluation for all employees:
Leads District effort to restructure teacher evaluation system in cooperation with teachers' union. Works with staff in developing effective evaluation programs and in implementing staff appraisal procedures.
- Administration of transfers, promotions, leaves, resignations, and retirements:
Administers transfer, promotion and leave policies of the district. Provides retirement counseling and assists with the retirement process.
- Employee/Employer Relations Program:
Facilitates the work of the Employee/Employer committees—Joint Benefit Committee, Calendar Committee, EERC, and others as needed. Serves as lead negotiator for the District for collective bargaining with all employee groups-- Palo Alto Educators Association and California School Employees Association. Provides leadership in the interpretation of the collective bargaining agreements. Coordinates the various levels of the employee grievance and complaint procedures.
- 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 Resource Center with other departments of the District and provides technical advice and assistance to all management levels and other personnel. Consults with the Superintendent and Board of Education on questions related to the District's personnel matters, bargaining agreements, state and federal law.
- Administers the program of providing substitute workers for all employees, both certificated and classified.
- Coordinates the student teaching/intern teacher programs.
- Prepares Board memoranda and information for the public as requested by the superintendent.
- Performs other duties as assigned by the Superintendent.

MINIMUM REQUIREMENTS:

- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code

KNOWLEDGE, SKILLS, and ABILITIES (KSAs): *(include but are not limited to the following)*

- Demonstrated success as a strong and visionary leader.
- Collaborative yet decisive in decision making, seeking consensus whenever possible.
- Ability to mitigate and manage conflicts and high profile media scrutiny.
- Commitment to diversity in employment practices.
- Knowledgeable in effective personnel practices and procedures.
- Knowledgeable in legal/contractual requirements regarding personnel administration.
- Skilled in conceptualizing, clarifying, and effecting organizational patterns best suited to accomplish the personnel goals of the district.
- Able to promote positive staff morale through supportive personnel practices and effective communication.
- Able to contribute significantly to staff development programs and planning.
- Demonstrated knowledge of effective human relations and communication skills.
- Demonstrated knowledge of the financial relationship between staffing decisions and the district budget.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. Employee will frequently work at a computer and travel to attend meetings.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. Work environment includes working directly with children. There are a number of activities and situations happening at once, and the employee must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. The employee must be prepared to handle accidents and emergencies at any time

The job entails potential for exposure to adverse weather conditions and temperature extremes; exposure to blood-borne pathogens and communicable diseases; and for interaction with disruptive and/or unruly individuals.

WORK YEAR: 224 days

SALARY RANGE: \$186,615 - \$205,988 plus master's stipend
Placement on the contracted management schedule.

Application Requirements:

- To be considered, the candidate must provide:
 - A fully completed application form
 - A letter of application
 - A resume
 - Three (3) current letters of recommendation
- Verification of degrees and credentials (finalists only)

All materials will be acknowledged and treated confidentially

To Request Application Materials:

Send an e-mail with your name, title, employer name, and personal contact information (phone and email) to:
Becky Banning, Executive Assistant
bbanning@leadershipassociates.org
Phone : 805.364.2775

Lead Consultant:
Jim Brown

Leadership Associates
3905 State Street, #7-407
Santa Barbara, CA 93105
www.leadershipassociates.org
Applications must be completed and returned via email

Deadline: Open until filled

Innovative, 12,000-student, K-12 district in the San Francisco Bay Area, nationally recognized for outstanding student achievement, expert professional staff, and highly involved and supportive parent community, seeks dynamic, experienced educational leader.

Assistant Superintendent Human Resources

**For application
details, visit:**

www.leadershipassociates.org

Deadline: OPEN UNTIL FILLED

PAUSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state, and local laws.

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| Salary | \$186,615 - \$205,988 Commensurate with qualifications/experience |
| Stipends | Masters & Doctorate Automobile Mobile Device |
| Benefits | District-paid Medical, Dental, Vision, and Life |
| Work Year | 12 Months (224 Days) |
| Closing Date | March 24, 2017 |
| Start Date | July 1, 2017 |



**PALO ALTO
UNIFIED
SCHOOL
DISTRICT**

**ASSISTANT
SUPERINTENDENT -
HUMAN RESOURCES**

OVERVIEW:

Under direction of the Superintendent, provides for the overall direction, coordination, and articulation of the Human Resource Center, District's compensation program and employee/employer relations.

QUALIFICATIONS:

Education:

Masters degree required, Doctorate desirable. Specific preparation in administration of public education, personnel practices and procedures, and employer/employee relations. California Administrative Services Credential or out-of-state equivalent.

Experience:

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- Performs other duties as assigned by the Superintendent.

DIVISION RESPONSIBILITIES

- Oversees recruitment, selection, and assignment of certificated, classified, and administrative personnel
- Supervises maintenance of personnel records
- Oversees administration of the District's compensation and benefits programs
- Oversee
- Directs the district program of evaluation for all employees
- Administration of transfers, promotions, leaves, resignations, and retirements
- Oversees Employee/Employer Relations Program
- Supervises the administration of personnel policies
- Administers the program of providing substitute workers for all employees, both certificated and classified
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Our District

Palo Alto Unified School District (PAUSD) is located in the heart of Silicon Valley and is well known for its rich tradition of educational excellence. The reputation of PAUSD as one of the top districts in the United States is by design, not by chance. In cooperation with a supportive community and dedicated parents, our teachers and staff work diligently to carry out the Board-adopted Strategic Plan and implement a road map that puts students on a direct path to academic achievement. District students consistently show high performance levels with scores for academic achievement in the top percentiles compared with student scores statewide and nationally. One of the strengths of our District comes from the multi-cultural diversity of its students. Although students come from different backgrounds, they share an excitement about learning and tend to be high achievers who wish to excel.

The high level of professionalism among teachers in the District is the key to student success. PAUSD offers some of the highest teacher salaries in the Bay Area and is able to hire many of the best and the brightest teachers in the state.

The community places a high value on education and supports the schools with generous commitments of time and money. Parents, businesses, government agencies, community organizations, and local colleges and universities actively participate in the educational process through collaborative programs, public and private partnerships, and significant volunteer contributions.

PAUSD serves approximately 12,000 students who live in most, but not all, of the City of Palo Alto, certain areas of Los Altos Hills, and Portola Valley, as well as the Stanford University campus. The District consists of twelve K - 5 elementary schools, three middle schools (grades 6 - 8) and two high schools (grades 9 - 12). In addition, the District currently operates a pre-school, a Young Fives program, a self-supporting Adult School, the Hospital School at Stanford's Lucille Packard Children's Hospital, and Summer School.