



Information for Applicants for the Position of

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES
Oro Grande School District

THE POSITION

The Board of Education and the Superintendent of the Oro Grande School District invite highly qualified educational leaders to apply for the position of District Assistant Superintendent, Human Resources. The Board welcomes a diverse group of candidates.

PROFESSIONAL PROFILE

The Oro Grande School District seeks an Assistant Superintendent, Human Resources who:

- Has a thorough understanding of "Best Practices" in the Human Relations sphere with a knowledge of current laws and regulations related to employment practices, credentialing, negotiations, position control and documentation and improvement plan.
- Can determine where current policies do and do not align with education code.
- Is computer literate and savvy.
- Has strong negotiations skills and experiences.
- Has the ability to assist the Superintendent with the examination, selection, in-service training, mentoring, or assignment of teachers, principals, or other similar personnel involved in the instructional program.
- Will have a strong vision for recruitment, retention, and professional learning.
- Has experience in maintaining and administering an effective recruitment, selection, employment transfer, workers' compensation, retention, and separation program in accordance with the provisions of the California Education Code, Administrative Regulations, Board of Trustees and district's policies, procedures, regulations, and laws related to certificated, classified and substitute personnel.
- Will develop strong collaboration with other agencies, such as districts, institutions of higher education, recruiting agencies, etc., for the purpose of recruitment and selection of employees, through job fairs, job boards, advertising of positions, and other outreach methods.
- Has a strong track record of collaboration with Institutions of Higher Education
- Possesses demonstrated experience promoting interdepartmental cooperation and efficiency.

PERSONAL PROFILE

The Oro Grande School District seeks an Assistant Superintendent of Human Resources who:

- Is a systems thinker.
- Is able to make the tough personnel decision.
- Will maintain open lines of communication with site principals.
- Will hold self and others accountable.
- Has a true commitment to equity.
- Is a "hands-on" leader.
- Is a person of great integrity.
- Is responsive and approachable.
- Is an active listener and collaborative in nature.
- Is highly organized.
- Has excellent communication skills.

MINIMUM QUALIFICATIONS, CREDENTIALS, EDUCATION AND EXPERIENCE

- Master's degree required; Doctorate desirable.
- Specific preparation in administration of public education, personnel practices and procedures, and employer/employee relations.
- A valid Clear California Administrative Services Credential and valid Clear Tier II Administrative Services Credential
- A valid California Teaching or Service Credential that meets professional teacher education requirements of school, district, and State.
- A valid Clear California English Language Learner (ELL) Authorization preferred
- Successful experience in human resources administration in an education institution.
- Previous administrative experience, preferably including district level responsibility. Principalship or equivalent experience is highly desirable.
- Successful teaching experience required.

SELECTION PROCESS

The Board of Education has retained Consultants Dr. Dennis Smith and Rich Thome of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Superintendent for interviews and further consideration. The Superintendent and Cabinet will have the opportunity to review all applications submitted. Any contact with the Superintendent or Board members, in an attempt to influence the selection process, will be considered a breach of professional ethics. Finalists will have an opportunity to familiarize themselves with the community and schools. The Superintendent and Board members reserve the right to visit the District and communities of a candidate prior to a final decision.

SALARY AND CONTRACT

The salary will be competitive and based upon qualifications and experience. A multi-year contract will be considered.

APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A fully completed application form.
- A letter of application
- A resume
- Three professional references
- Verification of degrees and credentials (finalists only)

All materials will be acknowledged and treated confidentially.

THE DISTRICT

The Oro Grande School District is comprised of four schools: Oro Grande Elementary School, Riverside Preparatory Elementary School, Riverside Preparatory Secondary School, and Mojave River Academy Schools. The District's mission is **Oro Grande School District empowers students and their families through extraordinary educational choice, excellence in education, a safe environment to learn, rigor in all endeavors, and high expectations.**

THE COMMUNITY

Oro Grande is an unincorporated community in the Mojave Desert of San Bernardino County, California, with a rich history since 1859. It lies on the city boundary of Victorville and Adelanto. It is at 3,000 feet elevation in Victor Valley north of the San Bernardino mountain range. It is located on old Route 66 near Interstate 15 between Victorville and Barstow. Less than 1,000 residents live in the unincorporated area. Neighboring townships include Silver Lakes, Helendale, Adelanto and Victorville.

THE BOARD OF EDUCATION

Marlene Henry, Board President
Paula Ramirez, Board Clerk
Edna Rodriguez, Board Member

The Oro Grande School District is an equal opportunity employer.

APPLICATION PROCESS AND DEADLINE

To request application materials for the Oro Grande Assistant Superintendent, Human Resources position, please visit <http://leadershipassociates.org/active-searches/> and select the listing for this position.

Applications must be completed and returned via email by 5:00 PM, on March 29, 2021.

Consultants:

Lead: Dr. Dennis Smith

Co-Lead: Rich Thome

Leadership Associates

3905 State Street, #7-407
Santa Barbara, CA 93105

www.leadershipassociates.org

Phone: 805.364.2775

For general information, contact:

Penny Pyle, Executive Assistant, Search Services

ppyle@leadershipassociates.org