

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Associate Superintendent, People Services
CATEGORY:	Management
REPORTS TO (BY TITLE):	Superintendent
SALARY:	Contract
WORKYEAR:	12 Months

POSITION DESCRIPTION:

The Associate Superintendent, People Services provides district-wide leadership in matters related to personnel by planning, directing, and coordinating the District's personnel program.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Plans, directs, and coordinates the District's personnel program and acts as an advisor to the Superintendent on such matters.
- Serves as a member of the Superintendent's Cabinet; attends Board of Education meetings as a resource to the Board.
- Develops and recommends personnel policies, regulations and administrative procedures for the Superintendent's review and administers same upon adoption by the Board of Education.
- Interprets the personnel programs, philosophies, and policies of the District to students, staff, and the community.
- Serves, upon assignment by the Superintendent, as a resource person to all divisions, departments and schools in the District.
- Maintains and supervises personnel records on all District personnel including employment records, salary status, seniority lists, evaluations, transcripts, and medical records.
- Maintains current knowledge of all local, State, and Federal legislation related to personnel and employee relations.
- Coordinates all aspects of employee master contract writing, including proposing and recommending components of master contracts for the Superintendent's approval and recommendation to the Board of Education.
- Interprets contract language to members of staff, as appropriate.
- Annually reviews staffing allocations and reduces, increases, and reassigns staff as needed.

- Evaluates the performance of subordinate employees and counsels with them on their individual development.
- Plans and directs the recruitment, selection, and assignment of new employees.
- Assigns substitute personnel
- Performs actions and makes recommendations to the Superintendent and Board of Education on matters related to employee transfers, promotion, salary placement, leave of absence, sick leave, suspension, and termination or retirement from service.
- Performs such tasks and assumes such responsibilities as may be assigned by the Superintendent.

QUALIFICATIONS:

Credentials and Experience:

- Appropriate Administrative Credential
- Master's Degree
- Prior Administrative Experience
- Demonstrated leadership skills
- Ability to write quickly, succinctly, and accurately

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to circulate for extended periods of time
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter, and observing students
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation

Bd App: 5/19/04
Revised: 10/20/04
Updated: 10/17/17