

**Position:** Assistant Superintendent, Human Resources and Labor Relations

**Classification:** Certificated  
Management

**Reports to:** Superintendent

**Range:** Certificated Management  
Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Advanced Degree in Educational Administration with course work in business administration, human resources management and/or a related field and four years of increasingly responsible experience, in administration at the District level.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License;  
Valid California Administrative Services Credential  
Valid California Teaching Credential

### **SUMMARY**

Under the direction of the Superintendent plans, coordinates and supervises the operation of certificated and classified personnel in accordance with California State laws, district policies, and regulations to promote overall efficiency and maximize the educational opportunities for all students served by the district. Directs functions of human resources and labor relations, including but not limited to, negotiations, collective bargain agreements, salary placement, job assignments, , credential compliance, performance evaluations, current laws and regulations, and formal complaints. Builds capacity among staff; recruit, prepare, sustain, and challenge all leaders to achieve higher levels of individual performance and effectiveness in leading others; effectively communicate with district leaders to provide constructive feedback to improve their effectiveness as they develop new leadership skills.

**REPRESENTATIVE DUTIES (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

- Administers Human Resources policies to promote and facilitate the accomplishment of district goals and objectives; assists in the development, evaluation, and implementation of policies and procedures; ensures all appropriate measures are in effect for all services; identifies organizational strategies to promote effective use of district resources
- Plan, develop, direct, manage and administer human resources/labor relations policies, practices, procedures and programs including recruitment, selection, classification, assignment, dismissal, discipline, transfer, compensation, labor, leaves, performance evaluation and records.
- Strategize, develop, implement and direct a variety of innovative support programs, projects and activities related to the overall functioning and management of Human Resources and Labor Negotiations, including professional development and in-service training of management personnel.
- Direct, coordinate and manage the collective bargaining responsibilities with employee bargaining units, interpreting collective bargaining contract language, and educating administrative staff on all aspects of employment related contract compliance; coordinate the processing of grievances and coordinate and oversee appropriate hearings.
- Develop and implement strategic vision and direction for the division in alignment with District Guiding Principles; provide technical and intellectual expertise regarding assigned functions; formulate and develop policies and procedures.

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- Communicate and collaborate with other administrators, District personnel, collective bargaining units to coordinate activities and programs, resolve issues and conflicts and exchange information; present draft of negotiated proposals to the Superintendent for review, recommendation and approval.
- Develops and maintains a system for personnel records for all employees in order to provide comprehensive, efficient, accurate, and current records of all matters pertinent to employment, transfer, tenure, retirement, leave, and promotions
- Drafts job descriptions for new staff positions and coordinates the periodic review and revision of existing job description.
- Supervises the screening and processing of employment applications of internal and external candidates; maintains up-to-date application files of prospective candidates for all certificated positions.
- Responsible for monitoring and evaluating the District Teacher Induction and Mentoring Program to ensure its alignment to State requirements.
- Serve as a member of the Superintendent's Cabinet to ensure all District actions align with objectives and goals; assist and make recommendation to the Superintendent in the determination of resource allocation and levels of service according to establish policy.
- Plan, develop, implement and monitor a program of performance evaluation and accountability for all district staff including feedback processes that provide information to appropriate individuals.
- Attend Board meetings; prepare board communication and present agendas and reports to the Board as requested by the Superintendent
- Develop, evaluate and make recommendations regarding policies and regulations governing the operation of the district.
- Provide effective visionary leadership and strategic planning to focus human and material resources towards the primary goal of outstanding education for students.
- Empower administrative staff to fulfill their areas of responsibility while holding them and self accountable for showing results.
- Develop and maintain productive Board/staff/community relations with open two-way communication.
- Develop and maintain productive district/employee association relations with open two-way communication.
- Develop, refine, and improve curriculum, instruction, and management strategies by working with and through people and utilizing their talents and skills.
- Direct the preparation and submission of all necessary reports required from appropriate Federal, state and local government agencies.
- Develop partnerships with the business community.
- Encourage the use of community resources, cooperate with the community in the use of school facilities, interpret the school program for the community, and maintain communication with community members.
- Provide direction and supervision regarding the classification, storage and destruction of district records.
- Ensure compliance with local, state and Federal regulatory agencies.
- Keep informed on legislation pertaining to school districts and communicate any changes to the cabinet and other appropriate district personnel.
- Consult with staff and others as necessary in regards to fiscal aspects of operations and programs within the district.
- Participate in workshops and training to maintain current knowledge of regulations and requirements and best practices.
- Meet with school administrators and other district staff to resolve parent and student issues.
- Assume responsibility for own professional growth and development.
- Participate in and oversee the preparation of special projects as directed.
- Visit school sites and classrooms on a regular basis
- Perform related duties as assigned.

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### **KNOWLEDGE AND ABILITIES**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

#### **Knowledge of:**

- Modern principles and practices to plan, organize, and direct the functions of Human Resources. .
- Federal, State, and District laws, rules, regulations and procedures pertaining to employer-employee relations,
- Collective bargaining legal requirements and negotiations procedures including terminology, grievance processing and arbitration
- Functions of the Commission on Teacher Credentialing including current credentialing laws, codes, and regulations
- Budgeting processes and cycles as practiced by California school districts.
- Financial analysis and research procedures and methods.
- Brown Act procedures.
- Applicable Education Code rules and regulations.
- Current laws, codes, regulations and rules related employee compensation.
- Current educational principles and practices related to assigned duties.
- Practices and procedures related to certificated and/or classified personnel
- Principles and practices of supervision and training
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Certificated payroll procedures
- District organization, operations, policies and objectives
- Interpersonal skills using tact, patience and courtesy
- Record-keeping and report preparation techniques
- Modern office practices, procedures and equipment
- Operation of a computer and assigned software

#### **Ability to:**

- Provide effective visionary leadership and strategic planning to focus human and material resources towards the primary goal of outstanding quality education for students
- Express commitment to promote the concept that all staff and students have identifiable talents/skills which will be emphasized throughout the educational program
- Understand that change is vital in any organization and that necessary change can best take place when those affected by the change are actively involved in the process
- Understand the importance of keeping the Board informed regarding issues and problems and providing the Board with recommended solutions to facilitate the Board's decision-making processes
- Perform duties with awareness of all district requirements and Board of Education policies
- Formulate Board policy related to district's operations
- Develop and provide effective presentations to the public, Board and staff
- Interpret a wide variety of laws, codes, and ordinances
- Analyze statistical and fiscal data and material related to district operations
- Direct and evaluate the performance of assigned staff
- Maintain confidentiality
- Make effective decisions and take independent action
- Provide long range planning, including the establishment of clear goals and objectives, in concert with Board, staff, and the community
- Effectively work in a demanding environment

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- Demonstrate organizational, time management, analytical and problem solving skills
- Operate a computer and use related software
- Send and receive emails and research information through a variety of resources
- Direct research of new theories, best practices and/or trends to improve operation of the district
- Attend conferences and workshops to maintain current knowledge of regulations and requirements and best practices
- Demonstrate honesty, integrity, openness, and a strong sense of confidence in oneself and others
- Effectively communicate orally and in writing, with a variety of public, staff and management groups
- Express care and concern for youth coupled with a commitment to bring about high student achievement and strong student discipline
- Respond to changing rules and regulations
- Listen to and be open to new ideas and divergent opinions and to secure meaningful involvement of staff and community to improve the quality of education for all students
- Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties
- Demonstrate loyalty and high ethical standards
- Apply integrity and trust in all situation
- Develop trust and collaboration between various groups within the district and the community
- Establish and maintain working relationships with the Board, public, staff, subordinates, and administrators
- Work collaboratively in a team environment
- Use interpersonal techniques with tact, patience and courtesy
- Understand and be sensitive to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff
- Maintain consistent, punctual and regular attendance

### **WORKING CONDITIONS**

#### **Environment:**

Office environment. Constant interruptions. Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials.

#### **Physical Abilities:**

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 speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.