



ASSISTANT SUPERINTENDENT, CHIEF HUMAN RESOURCES OFFICER

Position Definition:

Plans, develops, establishes, implements, and administers the personnel and human resource management function in accordance with objectives of organization. Directs human resource functions including staffing, employee orientation, education, and training, management development, employee and labor relations, affirmative action compliance, policies and procedures, workers compensation administration, wage and salary administration, benefits administration, organization development, and employee assistance. Directs staff personnel who assist in identifying, evaluating, and resolving human relations and work performance problems within establishment to facilitate communication and improve employee human relations skills and work performance. Reports to the Superintendent. The Chief Human Resource Officer works in tandem with the superintendent and executive cabinet members to determine how to best use their talent-base to create better service delivery to students as well as encourage new strategies.

Confers with organization officials to plan objectives, to develop organizational policies, and to coordinate specific functions. Functions may include safety and health and security. Talks informally with district personnel and attends meetings to facilitate effective interpersonal communication among participants and to ascertain human relations and work-related problems that adversely affect employee morale and establishment productivity. Evaluates human relations and work-related problems and meets with supervisors, managers, and executives to determine effective remediation techniques, such as job skill training or personal intervention, to resolve human relations issues among personnel. Responsible for training to instruct establishment managers, supervisors, and workers in human relation skills, such as supervisory skills, conflict resolution skills, interpersonal communication skills, and effective group interaction skills. Responsible for labor contract negotiations.

The Chief Human Resource Officer demonstrates mastery of critical leadership competencies, behaviors, and decisiveness and models the organization's cultural values and attributes. Possesses the ability to be innovative, and use innovation strategically to serve the operational strategies.

Primary Functions:

The Chief Human Resource Officer will report and account to the Superintendent of Schools.

Qualifications:

1. Education:
 - a. Required: California Teaching Credential, California Administrative Services Credential, possession of a master's degree
2. Experience:
 - a. Required: Successful experience in a district level leadership position in a public school organization, preferably in the area of human resources.

- b. Preferred experience: Successful experience as a public school principal or other commensurate leadership capacity.

Essential Performance Responsibilities:

1. Lead the district's Human Resource Department
2. Administer the policies of the district related to human resource management, including the district's compliance with all state and federal statutes and regulations
3. Create and implement a recruitment process for acquiring new district personnel
4. Administer the policies of the district related to personnel, the maintenance of all files and accurate completion of all related records and reports, including:
 - a. Personnel and medical files for each employee
 - b. Training and experience records for each employee/seniority verification process
 - c. Sick leave and absence records for each employee
 - d. Approval and reimbursement of college credits
 - e. Employee placement on the salary schedule
 - f. Vacation records
 - g. Employee licensure and maintenance
 - h. Job descriptions
5. Serve as chief negotiator for the District in collective bargaining with employee groups
6. Serve as the lead contact administrator for all collective bargaining agreements
7. Supervise human resources personnel and develop them into an efficient and effective team district employees can rely on for support in all personnel issues
8. Set and work toward realistic and appropriate goals for the performance improvement of the human resources staff and department
9. Maintain an understanding of school structures
10. Assist with the effective implementation of the Educator Effectiveness evaluation system
11. Work cooperatively with district and building staff to ensure positive growth and evaluation of all employees
12. Lead the district in the projection of personnel needs
13. Prepare job descriptions in accordance with state credentialing requirements and statutes governing classified employment, district requirements and insurance company recommendations
14. Investigate and resolve employee grievances and complaints
15. Participate in mediations and arbitrations
16. Administer exit interviews for employees to ensure improved practices in the district
17. Coordinate and administer employee benefits, including health, dental, life and long-term disability insurance, flexible spending accounts, health reimbursement arrangements (HRA's), 403(b) deferred income investments, PERS, CALSTRS, COBRA administration, required reports, certifications, related audits, retiree benefits, enrollment and termination of employee participation and notification to insurance companies of wage changes
18. Plan, organize and conduct orientation activities for new employees
19. Coordinate the Employee Assistance Program; inform employees and families of the program
20. Attend all committee and school board meetings

Other Performance Responsibilities:

1. Assist in the preparation of reports to state and federal government, principals, district leadership and the board of education as requested
2. Establish and maintain partnerships with institutions of higher education and community organizations
3. Follow a personal plan for professional development and actively seek out opportunities to grow professionally

4. Participate in professional organizations and attend appropriate conventions and workshops
5. Perform all other duties as requested by the superintendent of schools and board of education

Knowledge, Skills, and Abilities:

1. Knowledge of the promises and challenges of urban education
2. Effective and efficient time/task management skills, including planning, managing and organizing
3. Knowledge of computerized HR and payroll systems
4. Leadership skills, including appropriate organization, creativity, flexibility and resourcefulness
5. Facilitation, consensus building and conflict resolution skills
6. Understanding of effective professional development skills
7. Knowledge of data analysis and reporting skills
8. Understanding and knowledge of the teacher evaluation process
9. Ability to maintain confidentiality of sensitive information
10. Ability to communicate clearly and concisely, both orally and in writing

Interpersonal Qualities:

1. Dedication to the mission of Newport-Mesa Unified School District by providing support to all employees
2. Effective communication skills (listening, speaking, writing and presenting)
3. Strong interpersonal skills, including the ability to facilitate effective meetings and to promote cooperation and communication among each group
4. Strong leadership skills, including the ability to work within the organizational structure to facilitate change

Effective Date:

Appointment to this position is subject to confirmation by the school board and effective thereafter.

Base Salary: \$296,330* (224 workdays)

*Based on the 2024-25 Salary Schedule, plus:

- ✓ Mileage Allowance
- ✓ Communication Stipend
- ✓ Generous District Contribution Toward Family Health and Welfare Benefits
- ✓ Paid Professional Dues

Evaluation:

The employee will be evaluated annually in accordance with the Administrative Supervisory Policy.

Application Procedure: Interested candidates may contact [Leadership Associates](#)

Deadline for Applying: April 16, 2025

The Newport-Mesa Unified School District Governing Board desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Board prohibits discrimination or sexual harassment of any job applicant on the basis of the person's race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, genetic information, military and veteran status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.