

## MORGAN HILL UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent of Human Resources

GENERAL DESCRIPTION: Under the direction of the District Superintendent, the Assistant Superintendent shall be responsible for all aspects of the management and operation of the district support services division of Human Resources. The Assistant Superintendent serves on the Superintendent's cabinet and is an active participant of the District management group.

#### DUTIES AND RESPONSIBILITIES:

##### 1. General

- a. Serves as a member of the Superintendent's cabinet and is a problem-solving collaborative team player on all District leadership and management issues.
- b. Coordinates the District support services departments of Human Resources.
- c. May serve, as directed, as liaison for and representative of the Superintendent in any assigned District and community-related matters.
- d. Administers District policies and administrative regulations as well as local, state and federal regulations as they apply to the division areas of responsibility.
- e. Recommends policies and procedures in areas of responsibility deemed important to the attainment of the District's mission and strategic goals.
- f. Supervises assigned staff, promoting their professional growth in their areas of responsibility and evaluates those assigned to the position.
- g. Conducts regular meetings with staff designed to enhance the effectiveness of the division.
- h. Prepares Board agenda items and information relative to the needs of assignments and attends Board meetings.
- i. Directs the preparation of division budget proposals and administers the expenditures of all division budgeted funds.
- j. Performs other tasks and functions as are assigned by the Superintendent.

##### 2. Human Resource Development

- a. Plans, directs and coordinates the Human Resources division for the District which includes workforce planning, collaborating with Business Services on allocations and staffing guidelines, effective recruitment, screening, selection and placement for all certificated, classified and management personnel.
- b. Develops a comprehensive employer-employee relations program that includes establishing District goals for negotiations with certificated and classified bargaining units.
- c. Administers the grievance procedures and other contract-related activities with/for certificated and classified bargaining unit members.

- d. Oversees the update of the Board-approved salary schedules for all employees, including substitutes.
- e. Conducts research and initiates research studies related to salary, classification studies, professional standards, new positions, changes in positions, and/or related projects.
- f. Periodically reviews the classification system and updates job descriptions for the classified service and reports to the Personnel Commission.
- g. Serves as a resource person for the District's employee benefits programs including retirement plans, illness leave, personal leave, and other statutory leaves of absence, as well as other related or emerging employee benefits plans.
- h. Processes recommendations for employment terminations, assembling and substantiating information for employee dismissals and arranging necessary meetings and hearings.
- i. Monitors professional growth and related movement on the salary schedules for employees.
- j. Develops and maintains a comprehensive, efficient and accurate records system pertinent to employee recruiting, screening, interviewing, hiring, transfers, tenure attainment, promotions, leaves and retirements.
- k. Interprets existing personnel policies and regulations; makes recommendations for new or updated policies and regulations.
- l. Plans and presents workshops, as needed, for the District's management employees, in areas such as performance appraisal, documentation, employment contract management, and due process.
- m. Monitors and oversees the performance evaluation process for all District employees, except the Superintendent, making recommendations for improvements in the process as necessary and appropriate.
- n. Consults with and advises District managers and administrators on individual personnel matters.
- o. Oversees the preparation of correspondence pertaining to various Human Resources matters.
- p. Monitors class sizes within contractual parameters; recommends adjustments for school staff allocations.
- q. Ensures that personnel decisions are made in alignment with the District's vision.
- r. Oversees the work calendars for all District employees.

### 3. Planning and Research

- a. Coordinates planning efforts related to Human Resources for the District.
- b. Assists in the use of effective change strategies in bringing about any major staffing or program changes in the District.
- c. Directs District-wide, long-range planning efforts related to areas of Human Resources.

- d. Ensures coordination between District and school or department planning efforts related to areas of Human Resources.
- e. Assists other divisions and departments in the planning process for staffing and other related areas of Human Resources.
- f. Assists in the development of management parameters for decision-making related to staffing and other areas of Human Resources.
- g. Conducts employee satisfaction and exit surveys to gather and tabulate annual staffing data.
- h. Gathers information related to areas of Human Resources for various local, state and federal reports.

4. Communications

- a. Disseminates documents or communications relevant to Human Resources to employees.
- b. Conducts regular meetings with leaders of employee groups.
- c. Disseminates a monthly employee communication newsletter from Human Resources.
- d. May speak at various community functions about District endeavors, if requested by the Superintendent.

5. Board Policy and Administrative Regulations

- a. Assists with revisions for legal and local updates to board policy and administrative regulations.
- b. Ensures that all appropriate individuals have current policies and regulations.
- c. Stays current with any federal or state legislation that would affect policy or regulations.
- d. Work to influence state legislation in areas of District interest.

EDUCATION/EXPERIENCE:

- A Master's Degree is required, a Doctorate Degree from an accredited university is preferred.
- Prior district office administrator experience preferred.
- Past leadership and administrative experience or high quality preparation in the areas of Human Resources development or system planning.
- Excellent communication skills and a demonstrated record of effective interaction with community, staff, parents and students.

LICENSE OR CERTIFICATION:

A California Administrative Services Credential issued by the California Commission on Teacher Credentialing, or EdD, PhD, JD, or equivalent experience.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Revised: February 3, 2020