

**MORGAN HILL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: Assistant Superintendent for Human Resource Development, Planning and Research, and Communications

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 Resource development, System-wide Planning and Research, and Communications. The Assistant Superintendent serves on the Superintendent's cabinet and is an active participant of the District management group. The Assistant Superintendent is assigned matters of District and community interest.

EMPLOYEE STANDARDS:

- A Skilled Performer - one who performs each essential duty with exceptionality, understands the work of the division and those supervised.
- A Collaborative Problem Solver - one who works collaboratively with peers and decision-makers and works to provide assistance on any major issue in the organization regardless of whether carrying out the decision is in one's division.
- An Effective Communicator - one who has exemplary communication skills, who can articulate for the District and work well with all elements of the educational community is able to listen effectively and acknowledge individual and community concerns.
- An Effective Manager - one who encourages participation of others, builds consensus; is sensitive to others; treats all people with respect and dignity; is diplomatic; demonstrates and develops confidence and develops a caring relationship with employees; can manage the affairs of a Human Resources department; set high expectations; and is accountable and holds others accountable; understands site-based management and shared decision- making.
- An Excellent Planner - who demonstrates skill in planning and implementation and is capable of providing sound and well-documented recommendations to the board, Superintendent and administrators.
- A Technical Writer - one who can write documents based on audience (e.g. grants, public information), need and knowledge of the latest thinking in the field.
- A Legal Overseer - one who possesses a thorough understanding of policy and legal matters with a strong background in national and state law.

- An Efficacious Person - one who possesses personal attributes which include integrity, honesty, courage, enthusiasm, optimism, stability under pressure, flexibility, good judgment, a sense of humor and self-confidence.
- A Confident Leader - one who is secure and is able to deal cooperatively with individuals, employees and local agencies and possess the skills to work well with the Board and is able to work effectively as a team leader as well as a team member.
- A Continuous Learner - one who strives to continually improve leadership and management skills and abilities keeps aware of trends and developments in the areas of responsibility, maintains professional association memberships and sets a climate for a learning community of those supervised.

MAJOR 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 System-wide Planning, Research and Assessment, and Human Resource development.
- c. Serves as liaison for and representative of the Superintendent in all 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 priority goals.
- f. Represents the Superintendent in human resource development, planning and communications in matters related to the District.
- g. Supervises assigned staff, promoting their professional growth in their areas of responsibility and evaluates those assigned to the position.
- h. Conducts regular meetings with supervisory staff designed to enhance the effectiveness of the division.
- i. Prepares Board agenda items and information relative to the needs of assignments and attends Board meetings.
- j. Directs the preparation of division budget proposals and administers the expenditures of all division budgeted funds.

- k. Performs other tasks and functions as are assigned by the Superintendent.

2. Human Resource Development

- a. Plans, directs and coordinates the Human Resources development department for the District which includes work force planning, effective recruitment, screening, selecting and placement for certificated, classified and management personnel within specified time lines and affirmative action policies and procedures.
- b. Is responsible for the development of a comprehensive employer- employee relations program that includes major responsibility for the direction of 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. Provides for a program of wage and salary administration including direction of necessary Human Resources research and administration of a classification system with up-to-date job descriptions that provide for periodic review of all job descriptions for the classified service.
- e. Serves as a resource person for the District's employee benefits programs including retirement plans, illness leave, personal leave and other leaves of absence, and other related or emerging employee benefits plans.
- f. Processes recommendations for employment terminations, assembling and substantiating information for employee dismissals and arranging necessary meetings and hearings.
- g. Monitors the District's professional growth programs and increment movement on the salary schedules for employees.
- h. Develops and maintains a comprehensive, efficient and accurate records system pertinent to employee hiring, transfers, tenure attainment, promotions, leaves and retirements.
- i. Interprets existing personnel policies and regulations for the administration and Human Resources/District staff and makes recommendations concerning the formation of policies and regulations.
- j. Conducts research and initiates research studies related to Human Resources, including salary research, classification studies, professional standards and/or related projects.
- k. Plans and presents workshops and ongoing training for the District's management employees, in human resources-related areas such as

performance appraisal, documentation, employment contract management and due process.

- l. 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.
- m. Consults with and advises District, site and division managers and administrators on individual personnel matters.
- n. Oversees the preparation and composition of bulletins and correspondence pertaining to various Human Resources matters.
- o. Monitors and determines class sizes within contractual and statutory parameters recommends and implements school staff allocations.
- p. Manages boundary decisions for student enrollment and interdistrict and intradistrict boundary exceptions.
- q. Ensures that personnel decisions are made within the purview of the mission statement.
- r. Serves in a clearinghouse function for all District staff development for all employees and calendars events.
- s. Assists administrators in the development of effective staff development endeavors and their evaluation.
- t. Coordinates staff development of District administrators and all new employees.

3. Planning and Research

- a. Coordinates all major planning efforts for the District.
- b. Advocates for and assists in the use of effective change strategies in bringing about any major intervention in the District.
- c. Directs District-wide, long-range planning efforts.
- d. Designs and facilitates a process that ensures broad-based participation in District planning efforts.
- e. Ensures coordination between unit (school, department) site planning efforts within the context of District planning.
- f. Conducts workshops with employee groups on planning processes and content.

- g. Oversees District-wide communication efforts to staff, parents and community on implementation efforts of District plan.
- h. Conducts quarterly evaluations of the District-wide plan implementation with participants of the planning process and prepares reports for the Board and analyzes the fiscal impacts of implementation and major planning interventions.
- i. Assists other divisions/departments in the planning process.
- j. Assists in the development of management parameters for decision-making designed to ensure realization of the District's mission statement.
- k. Conducts both internal and external analyses in identifying those factors that assist and/or inhibit the District from realizing its mission statement.
- l. Gathers and publishes information of District *vital signs* that assists in planning processes.
- m. Coordinates all grant writing and submission for the District.

4. Communications

- a. Serves as the major communications officer of the District.
- b. Designs and disseminates various public relations documents about the District.
- c. Facilitates two-way communication endeavors to obtain input from internal and external constituents as well as dialogue about District issues.
- d. Designs and disseminates a monthly employee communication newsletter.
- e. Designs and disseminates twice a year a community communications newsletter.
- f. Conducts community-based meetings to gather information on stakeholder's perceptions of the District's performance.
- g. Serves as an ombudsman for the District.
- h. Speaks at various community functions about District endeavors.
- l. Coordinates the employee suggestion program.

5. Board Policy and Administrative Regulations

- a. Maintains the official copy of board policy and administrative regulations.
- b. Ensures that all appropriate individuals have current policies and regulations.

- c. Coordinates for all revisions of policies and regulations.
- d. Stays current with any federal or state legislation that would affect policy or regulations.
- e. Work to influence state legislation in areas of District interest.

AUTHORITY AND FUNCTIONS:

- May serve as Acting Superintendent in the absence of the Superintendent.
- Prepares Board agenda items and information relative to division/department needs and attends Board meetings.
- Performs other tasks and functions as assigned by the Superintendent.

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.
- Past leadership and administrative experience or high quality preparation in the area of system planning.
- Past leadership and administrative experience or high quality preparation in the area of communication and public information.
- Excellent communication skills and a record of effective interaction with community, staff, parents and students.

LICENSE OR CERTIFICATION:

A General or Standard California Administrative Services Credential issued by the California Commission on Teacher Credentialing.

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.

Adopted: February 9, 1998