

MORGAN HILL UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent, Human Resources

GENERAL DESCRIPTION: Under direction of the Superintendent, provides for the overall direction, coordination, and articulation of the Human Resources department, including employee/employer relations, recruiting, maintaining updated compensation and benefits information and confidential personnel records. The Assistant Superintendent serves on the Superintendent's cabinet and is an active participant of the District management group.

DUTIES AND RESPONSIBILITIES

General

- a. Serves as a member of the Superintendent's executive and full cabinet.
- b. Works with the Superintendent and senior management in implementing the Board's adopted strategic plan and in articulating a vision for the district's program.
- c. Contributes to the meeting of district goals by participating with the other senior-level managers in assisting the Superintendent in planning for and managing district operations.
- d. Attends all regular and special meetings of the Board of Education and makes reports on district programs as directed by the Superintendent of Schools.
- e. Prepares and implements policies, procedures, and practices and interprets policies and practices for the Board, the staff, and the community under the direction of the Superintendent for assigned areas of responsibility.
- f. Oversees the preparation and presentation of studies and reports critical to effective decision-making in assigned areas of responsibility.
- g. Acts as the key spokesperson for assigned areas of responsibility. In that capacity, may provide public representation regarding district issues on various committees and before special interest groups, citizen groups, and other public meetings.
- h. Attends professional meetings, conferences, institutes, etc., to represent the district and the Superintendent as needed and to keep abreast of current trends and practices.
- i. Stays current on local, state and federal laws, rules, regulations, and other requirements for compliance by the district.
- j. Provides leadership and assistance in the design, operation, monitoring, and evaluation of assigned employee programs.
- k. Oversees the District's staff recruitment and retention efforts.
- l. Provides leadership, management, supervision, and direction to assigned management, professional and support staff and consultants.

Recruitment, selection, and assignment of personnel

- a. Plans, directs, coordinates and participates in district programs for attracting and selecting a diverse workforce of certificated, classified, and administrative/management employees.

- b. Oversees the receipt, screening, and processing of applications of prospective employees.
- c. Ensures fair arrangement and selection process for interviews, and coordinates the assignment of successful candidates.
- d. Maintains position control within the budget development and HR system.
- e. Administers the program of providing substitute workers for all employees, both certificated and classified.
- f. Coordinates the student teaching and intern teacher programs.
- g. Prepares Board memoranda and information for the public as requested by the superintendent.

Personnel records and processes

- a. Maintains confidential personnel files for each employee.
- b. Administers the District's compensation and benefits programs, including coordination with payroll procedures.
- c. Oversees the preparation of district, state, and federal reports related to personnel.
- d. Collects and compiles pertinent salary information from relevant sources and develops recommendations for improvement within the district.
- e. Directs the district program of evaluation for all employees.
- f. Leads District effort to restructure evaluation system in cooperation with employee groups' union or association.
- g. Works with staff in developing effective evaluation programs and in implementing staff appraisal procedures.
- h. Administers transfer, promotion and leave policies and practices of the district.
- i. Provides retirement counseling and assists with the retirement process.

Employee/Employer Relations Program

- a. Serves as lead negotiator for the District for collective bargaining with all employee groups
- b. Oversees the work of employee/employer committees, including Health Benefits Committee, calendar committee, and other committees as needed.
- c. Provides leadership in the ongoing interpretation of the collective bargaining agreements.
- d. Coordinates the various levels of the employee grievance and complaint procedures.
- e. Designs and disseminates a monthly communication newsletter.

Administration of personnel policies

- a. Directs the program of implementation of district personnel policies
- b. Systematically reviews personnel policies and practices, and ensures legal compliance.

- c. Coordinates the functions of the Human Resource division with other departments of the District and provides technical advice and assistance to all management levels and other personnel.
- d. Consults with the Superintendent and Board of Education on questions related to the District's personnel matters, bargaining agreements, state and federal law.
- e. Serves as Title IX Coordinator, providing assistance to all management levels.
- f. Oversees all complaints related to Title II ADA compliance for employees.

AUTHORITY AND FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated success as a strong and visionary leader.
- Collaborative yet decisive in decision making, seeking consensus whenever possible.
- Ability to mitigate and manage conflicts and high profile media scrutiny.
- Commitment to diversity in employment practices.
- Knowledgeable in effective personnel practices and procedures.
- Knowledgeable in legal/contractual requirements regarding personnel administration.
- Skilled in conceptualizing, clarifying, and effecting organizational patterns best suited to accomplish the personnel goals of the district.
- Able to promote positive staff morale through supportive personnel practices and effective communication.
- Demonstrated knowledge of effective human relations and communication skills.
- Demonstrated knowledge of the financial relationship between staffing decisions and the district budget.

EDUCATION

- Master's degree required, Doctorate desirable.
- Specific preparation in administration of public education, personnel practices and procedures, and employer/employee relations.
- Appropriate California Administrative Services Credential.

EXPERIENCE

- Successful experience in human resources administration in an education institution.
- Successful teaching experience required.
- Both site-level and district-level administrative experience preferred.

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.

Work Year:

224 days

Initial date approved:

February 9, 1998

Revision Date:

March 23, 2017