

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant Superintendent, Human Resources

QUALIFICATIONS

CREDENTIAL:	<u>Required</u>	Appropriate California Credential
EDUCATION:	<u>Required</u>	M.A. or M.S. and additional graduate work or degree(s)
EXPERIENCE:	<u>Required</u>	Administrative experience and a broad working knowledge equipping the incumbent to administer the affairs of the Human Resources division of a school district.
	<u>Desirable</u>	Background with strong emphasis in all aspects of personnel administration, contract management, and employer-employee relations; five years of supervisory and administration experience in education.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Superintendent, the Deputy Superintendent, Human Resources shall be responsible for directing, supervising, coordinating and evaluating the functions of the District Human Resources Division. The Deputy Superintendent, Human Resources shall also be responsible for the recruitment and selection of certificated and classified employees, preparation and maintenance of personnel records, administration of district personnel policies and regulations, and direction and coordination of the certificated employer/employee relations program for the district to include serving as the Board's representative for certificated and classified employee negotiations and contract management.

Special emphasis shall be to assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible personnel services with a strong result orientation, and in coordinating effective contract negotiations/contract management processes.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Deputy Superintendent, Human Resources' job performance will be as follows:

1. The district human resources division will have been capably directed, coordinated and evaluated.
2. Communications efforts with the Board of Education and the public in matters pertaining to human resources will have been effectively directed, coordinated and evaluated.

3. Effective procedures for recruitment, hiring, promotion, retention and termination of employees will have been capably developed, implemented and directed.
4. All employees will have been completely informed in a timely manner of the terms and conditions of their employment.
5. The District personnel function will have been effectively conducted within the constraints of federal, state and local laws and regulations.
6. Appropriate personnel records will have been accurately maintained and made readily available as needed.
7. Personnel processes and procedures which ensure that all personnel possess the qualifications for their positions will have been capably designed, implemented and monitored.
8. The District's Affirmative Action policies will have been competently implemented, directed and monitored.
9. A program which ensures that all District job descriptions and classifications remain current will have been effectively designed and implemented and regularly monitored and evaluated.
10. A process of accurate accounting of position allocations to schools and departments will have been capably directed, monitored and evaluated.
11. The District payroll department will have been provided accurate instructions and current information for paying all personnel.
12. A program which ensures effective, fair and consistent evaluation of District personnel will have been competently directed, coordinated, monitored and evaluated.
13. In areas of primary responsibility, the terms and conditions of district policies, regulations and labor contracts will have been competently and consistently implemented, interpreted and coordinated.
14. A high level of awareness of current research, practice, laws and precedents in the personnel area will have been consistently maintained.
15. Research for improvement of personnel policies and procedures will have been effectively directed and conducted.
16. Management efforts in employer/employee relations and negotiations will have been competently directed and coordinated.
17. Research findings and other data bearing on employee collective bargaining and negotiations will have been capably acquired, developed, interpreted and communicated.
18. The District's program of appropriate and consistent contract management will have been effectively directed, coordinated, monitored and evaluated.
19. Duties as the Board's representative in certificated and classified employee negotiations will have been competently accomplished.

20. The District negotiations budget will have been capably and efficiently developed and monitored.
21. Assistance to principals and division heads in determining staff needs will have been capably and consistently provided.
22. Personnel activities with operations in other administrative divisions, departments and offices within the school district will have been efficiently and effectively coordinated.
23. A program of credential counseling and services will have been competently developed, implemented and evaluated.
24. Capable assistance will have been provided the Superintendent in the development, review and revision of District personnel policies and procedures.
25. The program providing competent substitutes for all employee categories will have been ably and consistently directed, monitored and evaluated.
26. An effective and productive relationship with all levels of staff and with employee groups within the District will have been promoted and maintained on an ongoing basis.
27. Counseling, as needed, will have been appropriately provided certificated and classified employees to resolve complaints and other matters relating to personnel management.
28. Reports and correspondence will have been prepared in an accurate and timely manner.
29. A procedure for effectively keeping abreast of governmental studies, regulations and rules relating to personnel administration will have been maintained and interested parties will have been advised of such provisions.
30. Assistance, in an efficacious manner, with research pertaining to personnel, including salary research, studies of staff characteristics, professional standards and other pertinent projects will have been accomplished.
31. Timely and accurate information will have been provided the Superintendent regarding personnel matters in preparation for Board meetings.
32. Prepares Board of Education items relating to areas of responsibility, submitting items in a timely and appropriate manner to the Superintendent for final review.
33. Attends Board of Education meetings.
34. An appropriate unit work plan for the Human Resources Division will have been effectively developed and submitted in a timely manner.
35. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.
36. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools will have been consistently provided to appropriate District office/school personnel.

37. Information for the annual school district directory of personnel will have been gathered, the layout and cover will have been designed, the data will have been typed, proofed, and produced to provide an accurate record of names, addresses, job assignments, etc., of all school district personnel. The directory will have been distributed.
38. Active and consistent efforts will have been made to maintain or improve the external and internal image of the District, its divisions and its schools.
39. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
40. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
41. Other duties assigned by the supervisor will have been effectively accomplished.

MGMTEVAL/ashr_d
07/08
wsc