

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT-INSTRUCTION & HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Superintendent, oversee the direction of instructional programs, curriculum, materials, implementation and professional development; plan, organize, control and direct District-wide human resources operations and activities including the recruitment, screening, examination, selection, processing, classification and compensation of classified and certificated employees; serve as chief designee for the Superintendent; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee the direction of instructional programs, curriculum, materials, implementation and professional development; oversee and evaluate instructional directors, instructional services, technology, curriculum, special education and their respective staff; conduct site visits to monitor progress and determine need for improvements related to instructional goals and objectives.

Plan, organize, control and direct District-wide human resources operations and activities including the recruitment, screening, examination, selection, processing, training, classification and compensation of classified and certificated employees; establish and maintain Human Resources time lines, goals and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Direct the development and implementation of Human Resources plans, programs, projects, services, strategies, goals and objectives; assure proper and timely resolution of personnel issues and conflicts; serve as chief negotiator and obtain advice and assistance from legal counsel as necessary.

Serve as District resource in assuring contract adherence for classified and certificated bargaining units; respond to calls from site leaders to correctly apply common issues and related to contracts; communicate with site leaders to assist with learning and building capacity to interpret contract language; meet with union leaders to maintain positive communications.

Attend and develop agendas for subcommittee meetings for curriculum, human resources and facilities; plan and facilitate union, administrative team meetings, job fairs, interactive process meetings and other activities as directed; prepare and conduct oral presentations to local community, county or educational community members regarding assigned activities.

Conduct investigations for Uniform Complaints, complaints against employees, student issues and related matters; prepare correspondence and follow-up on on-going investigations; work in conjunction with legal counsel as appropriate; receive and respond to parent and community complaints in a timely matter.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Serve as chief designee for the Superintendent; carry out leadership and focus of the District; attend executive and instructional cabinet meetings; work with the Superintendent to develop the agenda.

Provide technical information and assistance to the Superintendent regarding Instruction and Human Resources activities, needs and issues; advise the Superintendent regarding instruction and personnel laws, Board policies, employee contracts and other rules and regulations; assist in the formulation and development of policies, procedures and programs; provide consultation and technical expertise to administrators, staff, schools and others concerning assigned areas of responsibility; respond to inquiries and provide detailed and technical information.

Direct the preparation and maintenance of a variety of personnel records, files and reports related to assigned activities.

Develop and prepare the annual preliminary budget for Human Resources operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Maintain current knowledge of laws, codes, regulations and pending legislature related to Instruction and Human Resources activities; direct the modification of programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Publish the District newspaper; collect photographs and articles; work with departments to determine priorities for articles; meet with newspaper design staff to design layout of the newspaper.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of District-wide human resources operations and activities including the recruitment, screening, examination, training, selection, processing, classification and compensation of classified and certificated employees.

State and federal laws, standards and requirements concerning instruction and human resources administration.

Principles, techniques, guidelines and strategies of labor relations and collective bargaining.

Bargaining unit contracts, contract negotiation and salary schedules.

Operations, policies and objectives relating to assigned areas of responsibility.

District organization, operations, policies and objectives.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:

Oversee the direction of instructional programs, curriculum, materials, implementation and professional development.

Plan, organize, control and direct District-wide human resources operations and activities including the recruitment, screening, examination, selection, processing, training, classification and compensation of classified and certificated employees.

Supervise and evaluate the performance of assigned personnel.

Direct the development and implementation of Instruction & Human Resources plans, programs, projects, services, systems, strategies, goals and objectives.

Coordinate and participate in negotiations with classified and certificated bargaining units.

Provide consultation and technical expertise concerning classified and certificated human resources operations, standards, requirements, practices and procedures.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education, public administration, human resources or related field and seven years professional experience, including three years of site or director-level experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential.

Valid California Class C Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017