



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: Deputy Superintendent of Human Resources and Student Services

REPORTS TO: Superintendent **SITE:** District Office

CLASSIFICATION: Cabinet **WORK YEAR:** 221 Days

SALARY: Administrator/Manager Salary Schedule **EFFECTIVE DATE:** July 1, 2018

APPROVED BY THE BOARD OF TRUSTEES: June 21, 2018

SUMMARY:

The Deputy Superintendent of Human Resources and Student Services will report to the Superintendent and may act as Superintendent in his/her absence. The position will be responsible for the overall planning, organization, administration, and evaluation of District Human Resources for all certificated and classified employees. The position will be responsible for the planning, development, organization, management, direction, and implementation of the District's Student Services programs. Specific responsibilities include, but are not limited to, professional learning and development services, mandatory employee trainings, employee recognition, progressive discipline, complaint investigation, employee association negotiations, board liaison for athletics, oversight of tech services, employee benefits and workers compensation, teacher credentialing, and recruitment and orientation of new employees, alternative education, summer school, child welfare and attendance, student discipline procedures, guidance counseling services, mental health and wellness supports, emergency services, and school safety.

ESSENTIAL FUNCTIONS – STUDENT SERVICES:

1. Reports to the Superintendent and Board of Trustees on all collective bargaining matter
2. Serves as Compliance Officer investigating formal complaints and bargaining unit grievances
3. Manages the District's complaint response process to ensure timelines are met and thorough investigations are performed with appropriate feedback provided
4. Directs, manages, and evaluates Director of Technology
5. Oversees the District's Technology Department
6. Participates in Management Policy Group and Superintendent's Cabinet/Council
7. Oversees the District's Illness and Injury Prevention Program
8. Serves as a leader and general resource person in matters relating to Student Services, including but not limited to: enrollment, student discipline, alternative education, summer school, child welfare and attendance, guidance counseling services, mental health and wellness, emergency services, and school safety

9. Oversees the District's Student Services and Attendance and Welfare Office; including the supervision and evaluation of the Director of Student Services
10. Plans and directs programs and ensures compliance with District, State and Federal regulations
11. Oversees child welfare and attendance services, including admissions, discipline problems, transfers, truancy, permits, and residency
12. Provides direction, coordination, and guidance to the District's guidance counseling services and outside contracted services, as needed
13. Supervises and evaluates the Health Services Manager and ensures compliance and alignment with the County Health System guidelines
14. Oversees and supervises the Manager of Mental Health Programs
15. Develops, monitors, and reports on student and staff safety programs
16. Directs, advises, and participates in serious discipline processes, including student suspension and expulsion cases
17. Establishes and implements procedures, due process, and the appeals process for problem resolution
18. Interprets, prepares, and disseminates information regarding the Education Code and legally mandated changes in regard to attendance, student discipline, and due process
19. Coordinates and facilitates the development of the cooperative efforts between schools and other community agencies in providing services to students
20. Provides continuing analysis of the community and students served by the schools as a basis for the development of long-range educational programs
21. Serves as the District's liaison with outside agencies (i.e. probation, police) in matters pertaining to students' due process rights, student placement, alternative education placement, and student responsibilities
22. Manages and coordinates the District's recruiting, interviewing, hiring, onboarding and retainment processes
23. Coordinates recruitment of and manages assigned Teachers on Special Assignment (TOSA) program
24. Collaborates with the District Athletic Directors
25. Oversees general aspects of District athletic programs
26. Provides oversight to the District charter schools and evaluates related compliance issues
27. Oversees the updating, revising, and creating of policies and administrative regulations for Board approval
28. Directs and manages the District's benefits program
29. Facilitates the Benefits Committee that includes all bargaining units
30. Facilitates the Peer Assistance Review (PAR) Committee providing support and monitoring of assigned teachers
31. Assesses and revises the classified, certificated and management evaluation processes
32. Coordinates implementation of all collective bargaining agreements
33. Collaborates with the District's Workers Compensation carrier
34. Directs Americans with Disability Act (ADA) compliance and manages interactive processes
35. Leads and directs the District's human resources procedures consistent with policies, regulations and State and Federal Law

36. Oversees the planning, administrating, and evaluating of the District's human resources services
37. Creates, improves and arranges employee recognition and celebration initiatives
38. Evaluates, principals, directors, classified managers, and assigned staff as assigned
39. Establishes and directs leadership development programs for certificated teachers, classified managers, and administrators
40. Oversees Wellness Program along with the Health Services Manager
41. Facilitates coordination of assigned departments with Business Services
42. Provides leadership with District initiatives pertaining to the Local Control Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF)
43. Works with the Deputy Superintendent of Business Services on HR and Student Services related budget matters
44. Provides support services to District department heads and principals
45. Performs other duties and responsibilities as assigned by the Superintendent.

QUALIFICATIONS:

Education/Training Experience

- Valid California Administrative Credential
- Secondary Teaching Credential
- MA or MS degree or higher
- Minimum of five years of verifiable experience as a successful classroom teacher
- Extensive knowledge of secondary curriculum and graduation requirements
- Demonstrated ability to supervise and evaluate the work of others
- Knowledge of word-processing programs, spreadsheets, and databases
- Ability to manage budgets
- Excellent verbal and written skills
- Ability to complete assignments and reports along with preparing presentations for the public including the Board of Trustees and staff
- Ability to balance several job functions at one time and work under a heavy work load
- Ability to work in and contribute to create a performance culture and highly collaborative environment
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures
- Ability to promote positive staff morale
- Ability to work independently with little direction
- Ability to delegate responsibility wisely.

Desirable Skills

- Interpreting and applying principles, policies, laws, regulations, requirements, contracts, and Memorandum of Understandings
- Exercising sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives, and making sound recommendations
- Preparing clear, concise and competent reports, correspondence, and other written materials effectively with others.

Physical Demands/Working Conditions

- Ability to sit for long periods of time
- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard
- Physical stamina to stand, reach, bend, lift, kneel, and squat
- Ability to lift up to 20 pounds
- Ability to tolerate moderate noise level in working environment.

OTHER REQUIREMENTS:

- Maintain a valid California Driver License
- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.