

MANAGEMENT JOB DESCRIPTION

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
SERVICES AND SUPPORT**

JOB SUMMARY:

Under the direction of the Superintendent, is responsible for all functions associated with the management of the personnel in the District and contributes to the strategic direction of the District in carrying out the District's Shared Vision and Values, goals, and objectives. Serves as Cabinet member and Superintendent designee.

ESSENTIAL JOB FUNCTIONS:

- Exercises general supervision and direction over all personnel functions, including the organization and management of all activities and records concerning recruitment, employment, assignment, promotion, demotion, transfer, reassignment, absences, and/or dismissal.
- Screens applicants for position openings and ensures that all applicants meet legal requirements for employment with the District.
- Supervises maintenance of personnel records and credentials.
- Conducts selection and exit interviews.
- Controls employment of personnel to maintain compliance with the District budget.
- Develops and maintains a budget process in collaboration with the Fiscal Services Department, utilizing short- and long-term goals to monitor and control personnel costs.
- Develops and maintains positive labor relations through relationship building, trust, and sharing of information.
- Collects data, develops proposals, makes recommendations, and manages the collective bargaining process with employee groups.
- Manages grievance procedures for the District.
- Consults with other District management members concerning personnel needs.
- Directs, supervises, and evaluates personnel assigned to the Human Resources Division.
- Oversees the District's group insurance and fringe benefits program including health insurance and workers' compensation.
- Prepares and implements proactive personnel policies and procedures for the District that are routinely discussed, promoted, and updated.
- Establishes a communication system to keep staff continually informed of important matters.
- Identifies issues of inequity and disparate treatment, while creating solutions for the system.
- Provides leaders with training and development to lead equitable and legal (federal and state) hiring panels that ensure Black, Indigenous, and People of Color (BIPOC); and people with disabilities; and non-gender-conforming and Lesbian, Gay, Bisexual, Transgender and Queer or Questioning persons are offered and given opportunities towards viable employment without regard for age, gender, religion, etc.
- Conducts equity analyses at the department level (e.g., pay, promotions, terminations, etc.).

- Serves as the District's Equity Compliance Officer and Title IX Coordinator and in coordination with the District's Title IX Officer will facilitate the implementation of the District's policies and procedures related to Title IX, sex discrimination, and sexual harassment; provides ongoing support and training regarding state and federal sex discrimination laws, employee responsibilities, complaint procedures, and related District policies and procedures; and responds to reports of Title IX violations, sex discrimination, or sexual harassment.
- Develops, implements, coordinates and conducts educational programs and initiatives designed to educate and support students and employees regarding their rights and obligations under Title IX, including reporting options/responsibilities, support services and grievance procedures.
- Interviews, investigates and mediates formal and informal discrimination and harassment complaints, ensuring fair and neutral process for all parties. Reviews and analyzes documents and other evidence, makes determination from findings.
- Reviews current systems related to employee selection procedures, affirmation action, equal opportunity and governmental reporting and requirements.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Applicable Credentials:**
A master's degree in Education Administration and/or Personnel Management and/or related fields is a minimum requirement. The appropriate supervision or administrative credential is also required.
- **Training and Experience:**
At least five (5) years of increasingly responsible and successful experience as school principal, demonstrated successful experience in employee negotiations, personnel selection, and personnel office management is required. District office-level experience in the personnel field is highly desired.

Cabinet Salary Schedule

BOARD APPROVED:

REVISION DATES: 07/24/07
 04/14/21
 10/18/23