SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	**Associate Superintendent of Human Resources and Student Services**
ADMINISTRATIVE RELATIONSHIP	Under the direction of the Superintendent.
CLASSIFICATION	Cerificated Management
REQUIREMENTS	**Experience**: Five years of experience as a school principal and two years of district-level experience. **Education**: A Bachelor's and Master's degree is required. **Certification**: Valid Cleared California Administrative Services credential and California Teaching Credential. **License**: Possession of a valid California driver's license.
SALARY SCHEDULE	**Certificated Management Schedule**
WORK YEAR/HOURS	**222 Days**
LOCATION	**District Office**
May 7, 2025	**May 7, 2025**

BASIC FUNCTION

Under the direction of the Superintendent, the Associate Superintendent of Human Resources and Student Services provides leadership, management, and evaluation for the overall functions of both Human Resources and Student Services within the district.

In Student Services, this role encompasses child welfare and attendance, health and prevention services, student discipline and placement, parent engagement activities, before and after school services, school safety, student support services, and enrollment. The Associate Superintendent provides leadership and vision to coordinate and monitor systems and programs designed to ensure a safe and enriching environment that supports the academic growth of all students. This individual is responsible for all aspects of the district's Student Services programs and ensures compliance with relevant laws, codes, and regulations.

In Human Resources, the Associate Superintendent is responsible for the overall planning, organization, administration, and evaluation of district Human Resources for all certificated and classified employees. Specific responsibilities include professional learning and development services, mandatory employee trainings, employee recognition, progressive discipline, complaint investigation, employee association negotiations, employee benefits and workers' compensation, teacher credentialing, recruitment, and orientation of new employees. The Associate Superintendent also evaluates assigned personnel and performs related work as required in both areas.

DISTINGUISHING CHARACTERISTICS

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.

ESSENTIAL FUNCTIONS

Leadership and Strategic Planning:

- Serve as a member of the Superintendent's senior cabinet, contributing to overall district leadership and decision-making.
- Collaborate with the Superintendent and senior management in implementing the Board's adopted strategic plan and articulating a vision for the district's programs in both Human Resources and Student Services.
- Contribute to the achievement of district goals by partnering with senior-level school site and district management in planning for and managing district operations.
- Attend all regular and special meetings of the Board of Education and provide reports on district programs within assigned areas as directed by the Superintendent.
- Prepare and implement policies, procedures, and practices, and interpret these for the Board, staff, and community under the Superintendent's direction for all areas of responsibility.
- Oversee the preparation and presentation of studies and reports critical to effective decision-making in assigned areas.
- Act as the key spokesperson for assigned areas of responsibility, providing public representation on various committees and before different groups.
- Attend professional meetings and conferences to represent the district and stay informed of current trends and practices.
- Stay current on local, state, and federal laws, rules, regulations, and other compliance requirements for the district in both Human Resources and Student Services.
- Provide leadership and assistance in the design, operation, monitoring, and evaluation of assigned programs in both divisions.
- Coordinate with the Assistant Superintendent of Education to provide oversight, vision, and strategic implementation of actions to improve student achievement.
- Prepare timely and concise reports to the Superintendent and the Board of Education.
- Develop and monitor accountability of progress within the department to meet district goals.
- Advise the Superintendent in all matters related to the areas of responsibility.
- Interpret, maintain, and monitor compliance with Board policies and administrative regulations pertaining to all areas of responsibility.

Human Resources Management:

- Plan and direct a comprehensive program for recruitment, selection, placement, and retention of certificated and classified personnel, including internal promotions.
- Lead the district's efforts in advancing racial, gender identity, and sexuality equity within the staff to ensure a welcoming and diverse workforce.
- Prepare certificated and classified staffing allocations in collaboration with Administrative Services.
- Evaluate school principals.
- Develop and maintain up-to-date job descriptions for all district positions.
- Serve as the chief negotiator.
- Administer all employee collective bargaining agreements effectively.

- Maintain and develop positive communication with employee groups, the public, and the Board of Trustees.
- Administer the district's employee benefit program, including health and welfare, retirement, and workers' compensation.
- Administer salary and wage policies in accordance with agreements and regulations.
- Coordinate and monitor the district's evaluation procedures for certificated, classified, and management staff.
- Maintain adequate and sufficient personnel records and files in compliance with all legal requirements.
- Supervise and evaluate personnel office employees.
- Prepare and administer the Human Resources division budget and assist in the preparation and administration of the district's overall budget.
- Interpret and apply the Education Code, Board Policy, and Administrative Regulations for personnel and employee relations matters.
- Serve as the Compliance Officer, investigating formal complaints and bargaining unit grievances, and managing the district's complaint response process.
- Oversee the district's Illness and Injury Prevention Program to ensure employee safety.
- Plan and direct all personnel programs in compliance with district, state, and federal regulations.
- Oversee the updating, revising, and creating of policies and administrative regulations for Board approval related to Human Resources.
- Facilitate the Personalized Assistance and Confidential Coaching (PACC) Program, providing support and monitoring of assigned teachers.
- Direct Americans with Disability Act (ADA) compliance and manage interactive processes for employees.

Student Services Management:

- Provide supervision and evaluation of Directors and Coordinators.
- Address and respond to all parent complaints related to student services.
- Guide the district's efforts in advancing racial, gender identity, and sexuality equity to ensure all students are welcomed in a safe and inclusive environment.
- Be responsible for developing, organizing, and implementing all programs related to student services, alternative programs, discipline, child welfare and attendance, parent programs, health programs, and centralized enrollment programs.
- Monitor and develop programs to ensure a safe environment for all students.
- Communicate and work effectively with internal and external stakeholders by developing partnerships with educational and community organizations.
- Collaborate with outside agencies to maximize community resources and create more service options to address student needs.
- Support the district enrollment process.
- Support programs related to mental health services for students.
- Direct professional development for site administrators in areas of responsibility within Student Services.

KNOWLEDGE OF:

- National, state, and district educational goals and standards, and administration of district policies, local, state, and federal laws pertaining to schools.
- Theories, procedures, methods, and requirements for designing, implementing, and integrating curriculum theory and action plans that accomplish educational goals in a high school environment.
- State and federal laws and regulations related to special education, English Language

Learners, and adult education.
- Effective leadership strategies and human relations practices.
- Conflict resolution practices and performance appraisals

ABILITY TO:
- Maintain complete and accurate records and statistics, and to develop meaningful reports from that information
- Interpret educational policies and procedures
- Effectively express ideas orally and in writing
- Make oral presentations
- Establish and maintain effective working relationships and to effectively work as part of a team.
- Gather, collate, interpret, and analyze data.
- Work independently with little to no supervision.
- Analyze issues and create and implement action plans.
- Problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk, conference table, or in meetings of various configurations
- Circulate for extended periods of time.
- See for purposes of reading laws and codes, rules and policies, and other printed matters.
- Understand speech at normal levels
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Bend, twist, stoop, and reach.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling, or crouching.
- Reaching overhead, above the shoulder, and horizontally.

WORKING CONDITIONS

ENVIRONMENT:
Office environment.
Travel to various locations.