Position: Assistant Superintendent - Human Resources	FLSA: Exempt	Work Days: 223
Reports to: Deputy Superintendent or Designee	Salary: Classified Management Salary Schedule – Range A	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Assistant Superintendent - Human Resources provides strategic leadership and direction of all human resources functions within the District. This position oversees comprehensive HR programs and services including employee recruitment and retention, staffing, onboarding, labor relations, performance evaluation processes, employee development, formal complaints, and compliance with federal and state employment laws. The Assistant Superintendent fosters a positive, inclusive, and collaborative organizational culture that attracts and supports a highly effective, diverse workforce dedicated to student success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Oversee recruitment and retention of certificated, classified, management, and substitute staff across the District.
- Develop and implement HR goals, policies, and strategic priorities aligned with the District's mission, vision, and strategic plan.
- Oversee employee relations and serve on the District's negotiation team in collective bargaining with employee associations; ensure compliance with negotiated agreements and labor law requirements.
- Manage staffing allocations, position control, and organizational structures to support district priorities.
- Foster a positive and inclusive work environment through programs and practices that promote equity, diversity, belonging, and respect for all employees.
- Provide expert consultation and guidance to District and site administrators on personnel matters, collective bargaining agreements, and policies.
- Manage the development and administration of the HR budget; forecast staffing needs and ensure responsible resource allocation.
- Lead review, development, and implementation of HR board policies and administrative regulations.
- Oversee certification, licensure, background checks, and mandatory training.
- Represent the District and provide leadership in negotiations, hearings, and meetings with employee associations, governmental agencies, and community partners.
- Prepare and present reports and recommendations to the Superintendent, Cabinet, and Board of Trustees on human resources programs, policies, and personnel matters.
- Collaborate with other departments and school sites to promote effective communication, alignment of services, and shared accountability for organizational success.
- Stay current with trends and legislation in human resources management, employment law, collective bargaining, and educational leadership; integrate best practices into District operations.
- Respond to and resolve complex and sensitive personnel issues, parent concerns, and community inquiries in a timely and professional manner.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a master’s degree from an accredited college or university in education, educational leadership, public administration, human resources, business administration, or a closely related field.
- Experience: Five years of progressively responsible experience in human resources, public education, or a large public agency setting, including at least two years in an administrative or leadership role (such as principal, director, or equivalent).

LICENSES AND CERTIFICATES

- Valid California driver’s license required