

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Position Description: **Assistant Superintendent, Human Resources**

DEFINITION:

Under the general direction of the Superintendent of Schools, serve as the chief personnel officer of the District to plan, organize, and direct a comprehensive personnel program including recruitment, selection, classification, wage and salary administration, employee/employer relations, and administration of insurance and risk management programs.

EXAMPLES OF DUTIES:

- Plan, direct, and control the management of the human resource functions for the certificated and classified employees throughout the District.
- Plan and direct programs designed to recruit and select individuals best qualified for employment in accord with Governing Board policy and direction of the Superintendent and consistent with the District's equal employment and non-discrimination commitments.
- Serve as chief negotiator of the District with responsibility for the overall negotiation of employee contracts under direction of the Superintendent and Board of Education; develop District proposals and prepare analyses of employee proposals; direct the negotiations process and delegate responsibilities as appropriate; supervise day-to-day implementation and administration of employee contracts; maintain liaison with employee groups and others to promote harmonious working relationships.
- Administer programs involving employee hiring, assignments and transfers, retirement, health and welfare benefits and leaves of absence; serves as the Superintendent's designee in matters relating to employee complaints, grievance and disciplinary actions.
- Serve on the Superintendent's Cabinet and represent the Human Resources Department at meetings of the Board of Education and other meetings as assigned; oversee the preparation of the personnel reports for inclusion in Board agendas; provide technical advice and assistance to all management levels and other personnel on all personnel matters; evaluate the work and performance of assigned staff; prepare, recommend and administer the department's budget.
- Manage the substitute teacher, student teacher, and intern programs.
- Insure that all relevant state laws, policies and regulations of the Governing Board and procedures of collective bargaining agreements are adhered to with respect to employee evaluation; advise evaluators and supervisors of evaluation processes and procedures; assist administrators in the evaluation process; supervise the maintenance all official personnel files of the District.
- Develop and update regularly personnel policies and administrative regulations and procedures for recommendation to the Superintendent and Board of Education; interpret and apply relevant state and federal laws, District policies and procedures and collective bargaining agreements.
- Plan, recommend and implement general and specialized personnel/employee training programs for certificated and classified employees and work in conjunction with other departments and/or school sites to provide for employee professional development activities designed to increase their effectiveness and prepare them for new positions within the District.
- Maintain liaison with local, state and national agencies relative to recruitment and selection, personnel management, and employer-employee relations; keep abreast of current laws and trends in education personnel administration.
- Represent District on the OCDE Consortium of BTSA/Induction Program Advisory Committee.
- Review, revise, and update job descriptions; authorize payroll to make step and/or column increases, seniority, and other salary related matters.
- Oversee the health and welfare benefits and risk management programs.

- Conduct wage, compensation, and benefit surveys for all District positions.
- Effectively communicate with staff and constituents, and establish and maintain positive relationships with multiple stakeholders.
- Represent District at various community meetings.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, practices, and trends of personnel management in a public school setting; effective counseling, mediation, and human relation strategies; educational and operational functions of a school district; principles, practices, and trends of personnel administration; federal, state, and Education Code provisions; all policies and laws which impact employee documentation, discipline, or dismissal; collective bargaining and contract management approaches; risk management principles; and organizational theory. Current issues and legislation affecting public education; administrative and managerial components of school operations.

Ability to:

Understand and assist in the direction of the services of a public entity; represent the District in contract negotiations; interpret and apply rules and regulations under state and federal mandates, assess and facilitate professional development for school and district leaders; work collaboratively with multiple intergovernmental agencies and stakeholder groups; assemble and analyze data and make appropriate recommendations for improvement; communicate effectively, orally and in writing; problem solve and make sound decisions; monitor and/or develop mechanisms to improve organizational efficiency; comply with the District's customer service standards. Ability to speak effectively before a variety of audiences.

Education:

Graduation from an accredited college or university with a Master's degree in school administration, business administration, personnel law, pupil services, or a closely related field. Doctorate is desirable.

Experience:

Minimum of five years of successful experience in school administration or a supervisory field, preferably as a site principal. Background that demonstrates progressively responsible leadership equivalent to 10 years in the public sector, service organization, or educationally related field.

Physical Performance Requirements:

Frequent sitting, standing, or walking much of the time, with some bending, stooping, squatting, and twisting. Lifting of office supplies and other work-related materials is occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

California Administrative Services Credential
Valid California Driver's License

Directly Responsible to: Superintendent of Schools

Work Year: The Assistant Superintendent, Human Resources, has a 12-month work year with vacation, sick leave, and other benefits in accordance with State law and school district policies.