

SUNNYVALE SCHOOL DISTRICT CLASSIFICATION DESCRIPTION

5/2020

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES AND INFORMATION SYSTEMS

REPORTS TO: Superintendent

SUPERVISES: Staff members as assigned

WORK PERIOD: 12 months, 219 days

PRIMARY PURPOSE:

The Assistant Superintendent of Human Resources and Information Systems plans, coordinates, and directs the operation of all Human Resources functions and designs and implements Information Systems functions consistent with District goals. The Assistant Superintendent of Human Resources and Information Systems works to attract, develop, and retain a high-quality work force and to enhance the morale of school district personnel and promotes the overall efficiency of the school system while keeping high levels of achievement for all students as the primary focus.

ESSENTIAL JOB DUTIES

1. Assumes and/or assigns administrative responsibility for routine duties of the Human Resources office, including eligibility of employees for the district's health plan, dental plan, income protection plan, and life insurance plan; administration of workers' compensation; department budget development and long range planning; certification of classification and salary to the business department; processing for issuance and renewal of state credentials and maintenance of appropriate personnel records.
2. Contributes to the development and implementation the District's Technology Plan as the leader of the District's Technology Plan Team
3. Assesses and communicates risks associated with information system related investments, projects, and purchases
4. Develops cost/benefit analyses for student, employee, and management information system spending, projects, and initiatives
5. Reviews, negotiates, and maintains student, employee, and management information system contracts
6. Recommends policy on the appropriate use of instructional data analysis, storage, and archiving technologies
7. Develops and implements selection and support procedures for new District information system software
8. Oversees the collection of student information required for all aspects of attendance accounting and state reporting for CALPADS
9. Oversees all aspects of the District's Student Information System and CALPADS, including technical support, software updates, and backup of data
10. Oversees and supports access, navigation and integration of online programs to SIS, including the data management system.
11. Oversees technical support and maintenance of gradebooks, report cards and parent portal
12. Collaborates with Operations on classroom utilization, demographics, and staffing and enrollment projections
13. Facilitates annual demographic projection survey
14. Administers Inter-district and Open Enrollment student transfers and class-size balancing
15. Administers Board policies related to enrollment, attendance and student information

16. Establishes, coordinates, and evaluates the work activities of the Student Information and District Office reception staff
17. Keeps informed of and interprets laws, regulations, statutes, employee contracts and policies affecting District personnel and information systems.
18. Remains current with innovations and developments in the field by reading literature, attending conferences and discussing with colleagues.
19. Develops and implements employee evaluation systems.
20. Prepares drafts of needed board policies, administrative regulations, and status reports for the Superintendent and the Board.
21. Plans a comprehensive recruitment and retention program; interviews applicants, checks references and makes recommendations to the Superintendent for personnel decisions.
22. Collaborates with Administrative Services on employee position control procedures to ensure alignment with District budgets, staffing allocations and payroll with projected staffing needs based on enrollment, budget and school site capacities.
23. Works cooperatively with leaders of other administrative departments and divisions in integrating and coordinating individual efforts into a unified program for the district.
24. Administers District policy in all matters of hiring, training, transfers, promotions, compensation and benefits; recommends all assignments, transfers, dismissals and promotions; monitors functions to ensure compliance.
25. Coordinates the District's negotiations team in classified and certificated employee negotiations.
26. Leads bargaining teams, as appointed, in negotiations with the certificated and classified bargaining units to arrive at mutually satisfactory agreements on terms and conditions of employment.
27. Administers the provisions of various contracts and salary schedules for all personnel working under negotiated contracts.
28. Provides for employee recognition.
29. Administers the employee Injury and Illness Prevention Program as required by law.
30. Oversees the Employee Wellness Program.
31. Maintains data effectively to facilitate completion of reports required by State and Federal Programs; collaborate with Educational Services on the completion of all required reports for State and Federal Programs.

OTHER JOB DUTIES

1. Attends Board meetings, and attends or presides over such other meetings as assigned by the Superintendent.
2. Works cooperatively with leaders of other administrative departments and divisions in integrating and coordinating individual efforts into a unified program for the district.
3. Plans and coordinates staff development for classified employees.
4. Compiles required reports and interprets related data.
5. Coaches and supports principals and other administrators as assigned.
6. Serves as a member of the Superintendent's Cabinet.
7. Accepts from the Superintendent responsibilities as the Superintendent chooses to delegate to him, and assumes full responsibility for discharging them.

WORKING RELATIONSHIPS

Reports to the Superintendent. Supervises assigned staff members. Maintains positive working relationship with administrators, district office staff, parents, community members, and administrators from other districts. Develops positive relationships; responds to the needs of students, parents, staff and other constituents of the district.

WORKING CONDITIONS

The daily work is performed in an administrative office setting and at worksites (schools) throughout the District. The position requires visual acuteness and mental concentration; excellent organizational skills; multi-tasking capability; a high degree of energy; the capacity to deal with frequent personal interactions; the ability to creatively problem solve; the capacity to mediate and resolve conflict; extra hours and regular attendance at functions before and after the regular work day; occasionally representing the district on potentially controversial matters.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Experience in strategic planning, execution, and policy development of information systems and related technology
- Knowledge of current education human resources best practices including Interest Based Bargaining and employer-employee relations
- Extensive knowledge of data processing, enterprise software applications and outsourced systems, including but not limited to student and employee information systems, learning management systems, content filtering, announcement and notification systems, data reporting portals, and access control.
- Technical experience with databases and other information systems and end user support
- Knowledge of legal requirements for maintaining and reporting student information
- Knowledge of effective managerial principles, methods and practices
- Knowledge of facilitation techniques
- Knowledge of current education law
- Knowledge of education research.
- Considerable skills with computers
- Ability to promote, create and maintain a climate of trust and collaboration
- Ability to analyze complex situations, synthesize a broad range of information and communicate results in a succinct and clear manner
- Ability to make effective and independent decisions
- Ability to facilitate decision-making with groups of diverse interests and values
- Ability to lead
- Ability to inspire others to high levels of achievement and commitment
- Ability to perform problem analysis
- Ability to use good judgment
- Ability to organize
- Ability to act decisively
- Ability to be sensitive to needs and concerns of others
- Ability to tolerate stress
- Ability to communicate effectively; orally and in writing
- Ability to articulate a well-reasoned educational philosophy; while remaining receptive to new ideas and change
- Ability to establish and maintain effective working relationships.

Education and Experience

Masters Degree in Educational Administration with 5 (five) years as an educational leader or any equivalent combination of education, experience and training that would provide the applicant the desired knowledge, skills and abilities to perform the duties and responsibilities required. Completion of Personnel Academy and/or Chief Technology Officer Certification highly desired.

Licensing and Certification

As required by law.

EVALUATION

Evaluation of the Assistant Superintendent of Human Resources and Information Systems is assigned to the Superintendent.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.