

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title: **Assistant Superintendent for Human Resources**
Department: Human Resources
Reports to: Superintendent

SUMMARY:

Under the general direction of the Superintendent, the Assistant Superintendent for Human Resources plans and directs the program of human relations and employer-employee relations.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Conducts the district's programs of recruitment, selection and assignment, and monitors credential regulation compliance.
2. Maintains personnel records for all employees.
3. Processes employee requests for transfer and promotion and leaves.
4. Recruits and hires substitute employees, both certified and classified.
5. Monitors the evaluation of all district personnel.
6. Conducts job analyses to assure appropriate job functions, proper job classifications, and correct salary schedule placements.
7. Advises and counsels the Superintendent and School Board regarding negotiations and participates in the negotiations process.
8. Interprets district policies, regulations, and negotiated agreements relative to personnel matters.
9. Attends all meetings of the Governing Board advises as to the employment and personnel related responsibilities and liabilities of the district
10. Coordinates district actions and responses in cases of employee grievances, arbitration, discipline and dismissal.
11. Assists in the development of staff allocations for the school sites.
11. Supervises the work of the staffs in the Human Resources Office.
12. Serves as the district affirmative action, Title IX, and sexual harassment officer, including obtaining training for managers and staff and maintaining records as appropriate.
13. Acts as liaison to institutions of higher education and coordinates the district's student teacher and intern programs.
14. Approves salary schedule advancements for both college units and district staff development credit.
15. Monitors and authorizes department budget expenditures in accordance with established guidelines.
16. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations.
17. Assures compliance of the district with all applicable statutes and regulations by remaining informed, interpreting requirements to appropriate staff, and monitoring department operations and activities for compliance.

18. Communicates and collaborates with other administrators, district personnel, outside organizations, and state and federal agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information.
19. Models district standards of ethics and professionalism.
20. Supervises and holds accountable the performance and professionalism of assigned staff; coordinates and arranges appropriate training of assigned staff.
21. Coordinates expulsion and readmission policies; assists with student discipline issues.
22. Performs other related duties within the scope and intent of the position.

ORGANIZATIONAL RELATIONSHIP

1. Reports to and is evaluated by the District Superintendent.
2. Assists District managers in establishing criteria for personnel employment, assignment, discipline and dismissal.
3. Collaborates with the Business Office in the implementation of payroll and insurance programs and the personnel budgets.
4. Serves on the Superintendent's Cabinet and other district committees as appropriate.

MINIMUM QUALIFICATIONS

1. Hold a Master's degree from an accredited college or university.
2. Five years' successful K-12 teaching experience.
3. Three years' successful K-12 administrative experience.
4. A valid California K-12 Administrative credential.

DESIRED QUALIFICATIONS

1. Bilingual in Spanish and English.
2. Advanced study or training in the area of personnel management and employee relations.
3. Experience in Human Resource management.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may lift and/or move up to 25 pounds of materials etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee must be able to meet deadlines. The noise level in the work environment is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: July 14, 2011
Revised: