

CAPISTRANO UNIFIED SCHOOL DISTRICT  
**BOARD REPORT**

To: Board of Trustees

From: Rich Montgomery, Assistant Superintendent, Human Resource Services, Grades 6-12, K-8, Alternative Education

Date: March 16, 2022

Board Item: Consider and Approve Job Description – Assistant Superintendent, Human Resource Services

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### **HISTORY**

The Human Resources currently has two Assistant Superintendent positions; one Assistant Superintendent of Human Resource Services, Preschool - Grade 5 and one Assistant Superintendent of Human Resources, Grades 6-12, K-8, Alternative Education. These different job descriptions divide the HRS work between an elementary and secondary focus.

### **BACKGROUND INFORMATION**

The Assistant Superintendent of Human Resource Services - Preschool to Grade 5 position is currently vacant and the District is recruiting. Continuing with the division of work between elementary and secondary may limit the diversity of the candidate pool. It also may limit how the Associate Superintendent assigns HRS work to the Assistant Superintendents.

### **CURRENT CONSIDERATIONS**

This agenda item presents for Board consideration the approval of the job description for the position of Assistant Superintendent, Human Resource Services. The two Assistant Superintendent job descriptions have been reviewed and combined to make one job description of Assistant Superintendent, Human Resource Services. The job description included in the exhibit has highlighted text that notes the duties previously assigned to elementary and the duties assigned to secondary. Moving to one job description will provide greater flexibility to the Associate Superintendent to assign work and lead to a more diverse applicant pool.

### **FINANCIAL IMPLICATIONS**

This position is funded through General Fund.

### **STAFF RECOMMENDATION**

It is recommended the Board of Trustees approve the job description for Assistant Superintendent, Human Resource Services.

**APPROVED BY:** Rich Montgomery, Assistant Superintendent, Human Resource Services,  
Grades 6-12, K-8, Alternative Education

Duties assigned previously to:

- Elementary
- Secondary

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**ASSISTANT SUPERINTENDENT,  
HUMAN RESOURCE SERVICES**

**DEFINITION**

Under direction of the Associate Superintendent, plan, organize, and direct a comprehensive personnel program, including recruitment, selection, classification, wage and salary administration, employee/employer relations, and administration of District induction programs.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Plan, direct, and control the management of the human resource functions for the certificated and classified employees throughout the District.
2. Serve on the bargaining team for the District with Capistrano Unified Employees Association (CUEA), California Schools Employees Association (CSEA), and/or Teamsters.
3. Support Associate Superintendent in monitoring/evaluating district major goals and objectives.
4. Coordinate the functions of Human Resource Services with other departments to support the central office implementation of a professional learning community.
5. Administer all employment procedures and policies to conform with the labor law, federal and state statutes, the California Education Code, and Board Policy.
6. Oversee the development and maintenance of performance evaluation systems for certificated and classified employees.
7. Evaluate, supervise and counsel members of certificated and classified staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
8. Advise departmental managers and site level administrators in the area of compliance.
9. Serve as the District's Uniform Complaint Officer for sexual harassment, discrimination, employment, Williams and other related complaints ensuring compliance with state, federal and District laws, regulations and policies.
10. Coordinating and monitoring the district's compliance with Title IX, as well as state civil rights requirements regarding discrimination and harassment based on sex; overseeing prevention efforts to avoid Title IX violations from occurring; implementing the district's discrimination complaint procedures with respect to sex discrimination and sexual harassment; and investigating complaints alleging discrimination based on sex, including sexual harassment.
11. Serve as liaison for High School Athletics Programs.
12. Oversee the District's investigation system pursuant to applicable state, federal, local laws and regulations.
13. Support the investigations of internal complaints and/or charges of alleged discrimination, sexual harassment, and/or bullying filed by students, parents, applicants, or employees.
14. Assist parties in the investigation system to maintain open and appropriate communications with parents of students and employees throughout the investigative process.
15. Assist in the preparation of documentation, complex reports, and analysis.
16. Act as the liaison with the District's external investigators who may be requested to provide a third party investigation on behalf of the District or under attorney-client privilege.
17. Coordinate the functions of Human Resource Services with other departments to support the central office implementation of a professional learning community.

18. Administer all employment procedures and policies to conform with the labor law, federal and state statutes, the California Education Code, and Board Policy.
19. Plan and direct the development and maintenance of a performance evaluation system for employees.
20. Oversee the District's recruitment, selection, wage, salary, and classification efforts.
21. Collaborate on the expansion of staff diversity districtwide by implementing Human Resource Services' Vision, Core Values, and other HR related objectives.
22. Provide specialized assistance in the handling of employee issues pertaining to grievances, legal matters, conflict resolution, and discipline.
23. Interpret all Board Policies and Administrative Regulations relating to personnel and advise, counsel, direct, and assist, as necessary, in their implementation.
24. Represent District at various local and state compliance agency hearings and/or appeals.
25. Monitor and coordinate District employee-related litigation.
26. Represent the District at various community meetings.
27. Develop departmental budget.
28. Make recommendations to enhance the efficiency of employee work flow.
29. Represent District at various community meetings.
30. Provide appropriate staff development in personnel administration, contract management, recruitment, employee discipline, leadership development, legal and compliance issues, and other related areas.

## **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 large 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.

**Ability to:** Understand and assist in the direction of the services of a large public entity; represent the district in contract negotiations; interpret and apply rules and regulations under state and federal mandates, assess and facilitate staff 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, as outlined in Board Policy.

**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 which demonstrates progressively responsible leadership equivalent to 10 years in the public sector, service organization, or educationally related field.

**Credential:** Valid California Teaching Credential and Valid California Administrative Services Credential.