

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**ASSISTANT SUPERINTENDENT,
HUMAN RESOURCE SERVICES**

DEFINITION

Under direction of the Associate Superintendent, the Assistant Superintendent, Human Resource Services supports the educational programs of the District by organizing and directing 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.

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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.