

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ASSOCIATE SUPERINTENDENT, HUMAN RESOURCE SERVICES

DEFINITION

Under direction of the Superintendent, the Associate Superintendent, Human Resource Services supports the educational programs of the District by serving as an executive member of the Superintendent's cabinet, providing leadership and assuming management responsibility for the activities and functions of the Human Resource Services Department and to facilitate implementation of the mission, vision, values and goals of the District in accordance with the balanced fundamental principles of a professional learning community.

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. Develop, plan, collaborate, implement, direct and evaluate a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, employee/employer relations, evaluation systems and professional learning programs for employees in compliance with state and federal laws and regulations, Board policies and collective bargaining agreements.
2. Develop, implement and, when necessary, update Human Resource policies and procedures and administrative regulations ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
3. Develop a system that regularly reviews and monitors policies, procedures, and practices to ensure all operational systems are continuously aligned and improved.
4. Present to the Board of Trustees, Superintendent and/or cabinet regarding human resource activities.
5. Establish a results-based culture through the continuous collection, examination and use of data to develop long and short-range plans to improve systems and processes.
6. Serve as the chief negotiator for the District with responsibility for the overall negotiation for employer/employee contracts under direction of the Superintendent and Board of Trustees.
7. Represent the District at numerous compliance agency hearings including but not limited to judicial proceedings with the Public Employee Relations Board (PERB), Department of Fair Employment and Housing (DFEH) and Equal Employment Opportunity Commission (EEOC).
8. Identify legal requirements and government reporting regulations affecting human resource functions such as Occupational Safety and Health Administration (OSHA), Fair Labor Standards Act (FLSA) and the Americans with Disabilities Act (ADA); monitor exposure of the District with regard to noncompliance, direct the preparation of information requested or required for compliance and approve all information submitted.
9. Direct the continual development of the professional learning program for all certificated and classified employees to support student learning, increase employee effectiveness and productivity ensuring compliance with District goals and objectives and all state and federal laws and regulations.
10. Serve as an advisor to the Superintendent on matters related to human resources.
11. Provide support to the Superintendent with one-time, long-term or on-going special projects as needed.
12. Serve as the Superintendent's designee in matters regarding employee related legal matters, employee complaints, conflict resolution, grievance and disciplinary actions.
13. Develop a sound departmental fiscal management system to ensure resources are aligned to the District's goals and objectives; including alignment and integration of categorical funds.
14. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.

EXAMPLES OF DUTIES (Continued)

15. Promote alignment and continuity of systems and processes to identify and encourage leadership potential.
16. Evaluate, supervise and counsel members of certificated staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
17. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
18. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; 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; all policies and laws which impact employee documentation, discipline, or dismissal; collective bargaining and contract management approaches.

Ability to: Direct the functions and activities for the Human Resource Services Department for a school district; demonstrate effective, organizational, and administrative leadership; monitor and/or develop programs or mechanisms to improve organizational efficiency; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with the Board of Trustees, Superintendent, other members of Cabinet, parents, community members, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use making appropriate recommendations for action when necessary; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; Keep up-to-date with current laws and trends in human resources and educational personnel administration; prioritize workload and conflicting demands; establish and maintain records; represent the District in contract negotiations; work collaboratively with multiple intergovernmental agencies and stakeholder groups; monitor and/or develop mechanisms to improve organizational efficiency; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Ten years of progressively responsible management experience in education or public sector including five years of experience in human resource management.

Credential: Valid California Teaching Credential; Valid California Administrative Credential.