

MT. DIABLO UNIFIED SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

Summary Definition:

Under the general direction of the Superintendent, as a member of Executive Cabinet, performs assigned managerial responsibilities, exercises delegated authority assigned under Education Code, Federal Regulations, State of California laws, Administrative Code, and/or Board Policy/Administrative Regulations. The Assistant Superintendent, Human Resources is responsible for all functions and services related to personnel, and for ensuring compliance with policies, regulations, practices, and procedures.

Directly Responsible To

Superintendent

Supervision

Director, Human Resources

Administrative Assistant, Confidential

Senior Human Resources Specialist

Credential Analysts

Human Resources Specialist

Human Resources Assistants

Examples of Duties (to include, but not limited to:)

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- 1. Work with the Superintendent of Schools, Executive Cabinet members, school personnel, and advisory committees to regularly assess District Vision and Mission, monitor annual measurable outcomes, and revise actions/services outlined in the District's Local Control and Accountability Plan (LCAP). E**
- 2. Work with the Superintendent of Schools, Executive Cabinet members, school personnel, and advisory committees to identify instructional priorities and develop policies and practices that promote establishing and maintaining a high quality instructional program that meets the diverse needs of all students. E**
- 3. Develop a strategic approach and work with stakeholders to adopt, implement, monitor, and evaluate evidence-based programs that support meeting the**

appropriate grade level standards and other areas targeted for success in the community. E

4. Effectively use data to monitor personnel assignments to make informed decisions as it pertains to budget, programs, and personnel. E
5. Work cooperatively with district, school administrators, and appropriate personnel to manage and effectively evaluate staffing assignments. E
6. Analyze the District's systems and structures to foster and continuously improve high quality teaching and learning with an emphasis on closing any achievement gaps that may exist. E
7. Facilitation and capacity building for District leaders to engage in frequent and regular data-based review of progress and subsequent implementation of warranted actions. E
8. Promote the development and increasing support of community partnerships.
9. Ensure the timely and accurate completion of federal, state, and local mandated reporting and plan writing. E
10. Work with District and school personnel to develop, implement, monitor, and evaluate school programs and summer school/extended school year. E
11. Provide leadership, supervision, and oversight to all areas associated with Human Resources including Certificated and Classified personnel; and to school administrators as determined by the Superintendent of Schools or as necessary. E
12. Work collaboratively with other school district representatives to establish and maintain articulation efforts, professional networking, and positive inter-district relationships. E
13. Provides leadership in school improvement processes, programs, and systems including the development of accountability measures and high expectations and standards for quality teaching and learning. E
14. Provides leadership in the development of professional learning opportunities District-wide and for individual schools. E
15. Delivers periodic reports and presentations to the Governing Board, school personnel, and parents and community regarding professional learning opportunities, programs and program evaluation, and budget expenditures. E
16. Directs, administers and supervises the Human Resources work of the district and delegates duties and assignments as may be appropriate. E

17. May represent the Board as chief spokesperson in collective bargaining and in all matters of employer-employee relations. E
18. Directs and supervises the programs of recruitment, selection, and assignment of certificated and classified personnel; ensures the proper credentialing of certificated personnel. E
19. Recommends salary schedules and provisions and supervises the setting of salaries according to salary schedule provisions, thereby maximizing fiscal resources. E
20. Oversees employee requests for transfers, leaves of absence, promotions, sick leaves, grievances, terminations, or retirements from service. E
21. Enforces Board policies, rules and regulations related to Human Resources; develops and recommends policies related to Human Resources as deemed appropriate. E
22. Executes decisions of the Superintendent of Schools and Board of Education; performs other related responsibilities as assigned by the Superintendent of Schools.

DESIRED QUALIFICATIONS:

Knowledge of:

1. The California Education Code related to Human Resources.
2. Federal, State, and Board regulations, policies, and laws.
3. California Professional Standards for Educational Leaders (CPSEL).
4. California Standards for the Teaching Profession (CSTP).
5. California Longitudinal Pupil Achievement Data System (CALPADS).
6. California Program Standards of Quality and Effectiveness for Pupil Personnel Services Credentials.
7. California Teacher Induction Program Standards.
8. Administrative Services Credential Program Standards.
9. Proficient use of data to inform decision making, program implementation, and monitor effective allocation of human resources.
10. Local Control Funding Formula (LCFF); Local Control and Accountability Plan (LCAP); Federal/State Program (Categorical Programs); English Learner Teacher

Authorizations; Administrator Induction Program; Career Technical Education (CTE) Authorizations; Bilingual Education Authorizations; Professional Learning Communities (PLC).

11. **Human Resources practices and procedures.**
12. **District staffing/master schedule.**
13. **Negotiations.**
14. **Instructional practices and technology.**
15. **Communicate effectively and tactfully, both orally and in written form.**
16. **Implement the policies of the District and the Board of Education; work effectively with students, parents, and personnel at all levels.**
17. **Establish and maintain effective work relationships with those contacted in the performance of required duties.**

Skill In:

1. **Handling confidential information with discretion.**
2. **Establishing and maintaining effective working relationships.**
3. **Interpersonal skills using tact, patience, and courtesy.**
4. **Leadership of teams and departments.**

Education and Experience:

Any combination equivalent to:

1. **Five years of successful management/supervisory experience within an educational environment.**
2. **Master's degree or higher from an accredited college or university in Educational Leadership or related field of study.**
3. **Experience as a school principal; Valid California Administrative Credential.**
4. **Valid California teaching credential.**
5. **Successful experience involving negotiations with employee organizations.**
6. **Ability to work effectively in a diverse learning community.**

Desirable Education and Experience:

1. **Biliterate (English/Spanish).**
2. **Doctorate or evidence of coursework leading to Doctorate in Education Administration or related field.**
3. **At least three (3) years in a district office/County office of Education position.**
4. **Successful experience in Human Resources and/or administration at the district office level, in a district with 1,000 or more employees.**

Environment:

District office environment; fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

Physical Abilities:

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association

Range 47 – 248 Days

Adopted by the Board of Education: