

LA MESA-SPRING VALLEY SCHOOL DISTRICT
CERTIFICATED ADMINISTRATIVE DESCRIPTION

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

PRIMARY FUNCTION:

Under immediate supervision of the Superintendent of Schools, shall be responsible for the Human Resources Division of the District.

Professional Responsibilities:

1. Maintain an improvement focus.
2. Demonstrate strong communication skills.
3. Use sound judgment and display willingness to make decisions.
4. Serve as a strategic thinker to achieve organizational goals.
5. Provide leadership that creates a clear, compelling vision.
6. Serve as a collaborative member of the Superintendent's Cabinet to help shape and drive initiatives across the organization.

ESSENTIAL FUNCTIONS:

1. May act for the Superintendent in his/her absence.
2. Direct the operation and administration of the Human Resources Department, including the recruitment, selection, assignment, transfer, promotion, leaves, resignations, and dismissal of all certificated employees.
3. Provide accurate, legally compliant, and timely information to the board, district superintendent, staff, and public regarding hiring, evaluating, and dismissal process of employees, bargaining, and implementation of Education Code, district policies and procedures related to employees.
4. Participate in formation of Board policy recommendations at the direction of the Superintendent.
5. Provide ongoing communication to inform staff of District policies, activities and achievements.
6. Serve in liaison capacity with employees and their organizations and provide leadership for positive, respectful, and collaborative relationships.
7. Serve as the Board's representative for the purpose of meeting and negotiating with Bargaining Unit Employees.
8. Administer and facilitate understanding of employee organization agreements, and grievance procedures.
9. Collaborate with Personnel Commission staff for classified staff recruitment and hiring processes.
10. Develop and maintain staff evaluation procedures compatible with negotiated agreements and other board requirements.
11. Prepare onboarding and orientation information for all new personnel.

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12. Supervise and evaluate all classified and certificated staff directly responsible to him/her and participate in the evaluation of personnel serving in her/her area of responsibility.
13. Provide staff development for management personnel in areas related to personnel, hiring, evaluation, and dismissal. Administer classified staff recruitment and hiring processes.
14. Supervise all personnel assignments and monitor staffing patterns and ratios within the district.
15. Administer, in conjunction with the Payroll & Benefits department, the District's fringe benefits program that includes leaves, unemployment compensation, and worker's compensation.
16. Evaluate District salary schedules and related policies.
17. Administer the district substitute program for certificated and classified employees; oversee substitute recruitment, selection, assignment, evaluation, and termination.
18. Maintain personnel records.
19. Administer employee wellness activities for District Personnel.
20. Serve as chairperson of the Classified Staff Council.
21. Function as a member of the District Management Team, facilitating and participating on committees as assigned.
22. Provide leadership and solutions for a variety of complex issues (i.e. credentialing of employees, position management, recruitment, retention) for the purpose of addressing the needs of the district.

Other Duties and Responsibilities:

1. Perform other duties as assigned by the Superintendent.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, performance, and ability to communicate effectively.

EXPERIENCE:

Minimum of five years experience in a public school setting, with at least two years of progressively responsible management experience. Principal experience preferred.

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EDUCATION/CREDENTIALS:

Teaching credential as established by the state and local governing boards. Appropriate Master's degree and Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment; subject to driving to conduct work.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.