

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Assistant Superintendent, Personnel Services	Reports To: Superintendent of Schools
Department: Personnel Services	Classification: Management / Supervisory
Work Year: 12 Months	Salary: Contractual / Management

Basic Functions:

The Assistant Superintendent, Personnel Services, is directly responsible to the Superintendent of Schools for planning, organizing, coordinating, directing and administering a comprehensive program of personnel services, and serves as a member of the Superintendent's Cabinet.

Representative Duties:

1. Provides executive leadership for the development and implementation of a Personnel Services Division that is consistent with the established philosophy, goals, and objectives of the District.
2. Plans, organizes, and implements, with staff, a comprehensive personnel services program, which will result in effectively developing and utilizing human resources to achieve District goals.
3. Provides expertise, administrative guidance, and support to central administration, site administration, support personnel, and a variety of educational community members.
4. Assists District personnel in the planning, organizing, and implementation of staff development programs consistent with identified needs which will result in continuous improvement of personnel performance.
5. Assists District management personnel with personnel performance evaluation processes consistent with District policy, bargaining agreements, and legal requirements.
6. Exercises authority, as delegated by the Superintendent, to assist the Superintendent in the evaluation of managers regarding their personnel management as it pertains to performance evaluation, contract administration, and personnel policies and procedures.
7. Supervises personnel within the Personnel Services Division and conducts evaluation processes of these employees.
8. Performs actions and makes recommendation to the Superintendent on matters related to employee transfer, promotion, salary placement, leave of absence, discipline, suspension, and termination or retirement from service.
9. Maintains, develops, and implements personnel procedures, policies, and/or regulations and makes recommendations for consideration by the Superintendent and/or the Board of Education.
10. Develops with administrators, clear definition of duties and responsibilities of all District personnel.
11. Assists management personnel to ensure maintenance of a cost-effective classified personnel wage and classification system.
12. Assists the Superintendent with organization and staffing analysis to ensure the most efficient use of District personnel.
13. Provides leadership, support services, and oversees the management's negotiation teams and assists all management personnel with contract interpretation.

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14. Conducts studies (salary surveys, market studies, retention, etc), designs proposals, and makes recommendations regarding personnel needs, staffing ratios, and allocation systems.
15. Develops, supervises, and coordinates personnel recruitment, retention and support systems, selection processes and assignment of new employees consistent with the needs of the District.
16. Develops, implements, and maintains personnel records as necessary and as required by the Education Code, District policy and procedures, and negotiated contract agreements.
17. Provides leadership and guidance to all management personnel regarding hiring, personnel evaluations, reduction in work year, discipline, transfers and dismissals.
18. Plans, organizes, and implements an efficient system of data collection which results in required information and reports regarding all pertinent areas of personnel services to National and State agencies, as well as the Board of Education and the Superintendent.
19. Keeps the Superintendent and management staff informed regarding current legislation, legal precedents, and National and State regulations which affect personnel management in the public schools.
20. Works cooperatively with the Superintendent's Cabinet and the total Leadership (Management) Team to implement the District's strategic plan.
21. Ensures compliance with state and federal employment regulations and legal mandates related to certificated and classified employees.
22. Develops and, when approved, recommends and monitors a budget to effectively carry out the responsibilities of the Personnel Services Division.
23. Performs investigations and monitors reporting requirements of complaints (Citizen's Complaints, Williams Settlement Uniform Complaints, Employee to Employee Complaints, Uniform Complaints) and personnel-related issues.
24. Develops the annual school year calendar.
25. Serves as a District liaison to the local community as well as institutions of higher education.
26. Develops and coordinates the Employee Recognition Program.
27. Shall prepare and recommend agenda items related to personnel services to the Superintendent and the Board of Education.
28. Shall handle grievances as the Superintendent's designee consistent with employee contracts.
29. Shall serve as a member of the District's Management Negotiating Team.
30. Shall develop and implement a system for providing certificated substitute services.
31. Shall assure equal employment opportunity, as the District's Affirmative Action Officer.
32. Shall maintain adequate and up-to-date job descriptions for all staff positions.
33. Shall participate with appropriate professional associations as a means of improving the District's personnel services.
34. Shall perform other duties as assigned.

Knowledge and Skills Required:

1. Knowledge of interest-based problem solving and conflict resolution techniques; principles and practices of modern public human resource administration; recruitment, selection, training, and evaluation procedures; collective bargaining and contract management techniques; program planning, development, and evaluation methods.
2. Knowledge of state and federal laws, regulations, and codes related to basic school district operations and human resources.
3. Knowledge of current legal mandates, Board of Education Policies, and guidelines related to public education and human resources.
4. Knowledge of budget preparation and administration; record keeping techniques; basic research and statistical methods as applied to treatment of salary data.

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5. Knowledge of mediation, arbitration, grievance procedures, and legal issues involving unfair labor practices.
6. Knowledge of current legal mandates related to the Commission on Teacher Credentialing.
7. Knowledge of principles, trends, methods, strategies, and procedures pertaining to human resource management.
8. Ability to communicate effectively both orally and in writing with individuals and groups with diverse backgrounds; establishes and maintains cooperative and effective working relationships with others.
9. Ability to operate a computer to enter data, maintain records, generate reports and correspondence.
10. Ability to prepare and deliver oral presentations and/or facilitate meetings.
11. Ability to work confidentially and with discretion.
12. Ability to serve as a resource to employees pertaining to personnel related problems, concerns, and issues.
13. Ability to work effectively with legal counsel and understand legal concepts and language.
14. Skills in effective communication and interpersonal relationships.
15. Skills in contract management and employer-employee relations.

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education and Experience

1. Five (5) years of responsible public school (K-12) administration is required.
2. Two (2) years experience as a site Principal is preferred.
3. Administrative experience in Human Resources preferred (Negotiations, Recruitment, Evaluations, Contract Management, etc.).
4. Demonstrated experience in investigating and facilitating resolution of grievances and community complaints.
5. Completion of a Master's Degree or higher degree from an accredited college or university in a field related to the position.
6. Valid Administrative Services Credential.
7. Valid Teaching Credential.

Licenses, Certifications, and Testing Required:

Fingerprint/criminal justice clearance.

Tuberculosis clearance.

Must possess or have the ability to obtain a valid California Drivers license.

Physical Requirements and Working Conditions

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, and well-being or work output of other people and meet multiple demands from several people.