

**Job Title: ASSISTANT SUPERINTENDENT HUMAN RESOURCES SERVICES**

**Definition:**

Under the general direction of the Superintendent to plan, organize and direct the activities of the Human Resources Services Division; to provide assistance, consultation and advice to the Superintendent in matters relating to District operations; and to act, when authorized, on behalf of the Superintendent.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Furnishes leadership for the Certificated and Classified Human Resources functions of the District.
2. Develops, implements, and evaluates goals and objectives as they pertain to the Personnel needs of the District.
3. Oversees and supervises the Certificated and Classified recruitment and selection process for all new employees and ensures that all positions are filled within adopted budgets.
4. Represents the Board and Superintendent in matters related to employer-employee relations, including collective bargaining, contract management, and grievance and conflict resolution.
5. Responsible for the formulation and development of District policy as it relates to Human Resources.
6. Organizes and administers Certificated and Classified Human Resources Services to meet the needs of the District.
7. Provides guidance to site/department administrators regarding the documentation, discipline, and evaluation process of employees under their supervision.
8. Manages and supervises Certificated and Classified employee performance evaluations, and provides technical assistance to administrators when remediation for employees is required.
9. Responsible for staffing all schools and departments.
10. Serves as reviewing officer for Certificated and Classified Staff.
11. Represents the District in meeting and conferences pertaining to Human Resources' Programs.
12. Responsible for non-discrimination in employment and for enhancing staff diversity through appropriate Affirmative Action Programs.
13. Oversees the credentialing procedures.
14. Oversees the administration of employment and employee contracts.
15. Serves as the District's coordinator for non-discrimination in employment.
16. Directs the development and approves the budget of programs assigned to Human Resources Services.
17. Develops District calendar with a committee of interested parties, including employee groups with parent and community input.
18. Assists in problem solving and conflict resolution between management and employees, as well as disputes between members of the bargaining unit(s).

**Job Title: ASSISTANT SUPERINTENDENT HUMAN RESOURCES SERVICES**

19. Serves as the District's representative for both Certificated and Classified Professional Growth Committee.
20. In absence of Superintendent, or designee, performs the duties of the Superintendent as requested.
21. Performs other duties as assigned.

**Minimum Knowledge, Skill and Ability**

**Knowledge of:**

- Principles and practices of personnel administration, including ADA, selection, recruitment, job analysis, salary administration;
- Federal, state and local personnel and labor relations laws, codes, regulations, practices and procedures;
- English usage, spelling, grammar and punctuation;
- General principles of supervision;
- Collective bargaining techniques, laws, and strategies pertaining to employer-employee relations;
- Collective bargaining agreements between the Lancaster School District and the Teachers Association of Lancaster and Classified School Employees Association;
- Methods and techniques for maximizing employee productivity and job satisfaction.

**Ability to:**

- Interpret and apply a wide variety of rules and regulations, including the California Education Code and CBA's, relating to the operation of the school district;
- Plan, organize and direct a comprehensive personnel management program;
- Obtain, organize and analyze and evaluate a wide range of data and information and make appropriate recommendations to the Superintendent;
- Establish and maintain cooperative and effective working relationships with a wide of variety of groups and individuals;
- Perform a variety of professional and technical duties involved in the conduct of the District's classification, salary, recruitment, examination, selection and employee evaluation programs;
- Communicate effectively, both orally and in writing;
- Maintain professional confidentiality;
- Work harmoniously with school/District personnel, parents, students, supervisors, and departments.

**Training and Experience:**

- MA/MS Degree in Educational Administration or related field
- Appropriate Administrative Credential
- Three (3) years classroom teaching experience, five (5) years administrative experience
- Experience in employee-employer relations/personnel

**Job Title: ASSISTANT SUPERINTENDENT HUMAN RESOURCES SERVICES**

**Desired Qualifications:**

- Doctorate or evidence of coursework leading to Doctorate in Educational Administration or related field
- Two (2) years experience in personnel administration, including service as Board's Spokesperson for negotiating purposes.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform work, which may require sitting for prolonged periods
- Is subject to inside environmental conditions
- May be required to work at a computer terminal for prolonged periods
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- May be required to work evenings or weekends
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings
- Must have a valid California driver's license and be insured
- Utilize own vehicle for transportation as needed

**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
+	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

**Job Title: ASSISTANT SUPERINTENDENT HUMAN RESOURCES SERVICES**

<b>Lifting</b>			<b>Carrying</b>			
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently(3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		
Radio	X		