

# **DELANO UNION SCHOOL DISTRICT**

## **Assistant Superintendent Human Resources**

### **Job Summary:**

The Assistant Superintendent of Human Resources is directly responsible for the supervision and implementation of an effective personnel department which includes student registration and school enrollment.

### **Required Qualifications:**

#### **1. Credential:**

**Appropriate Teaching Credential (multiple or single subject)  
Administrative Services Credential.**

#### **2. Education:**

Masters Degree or higher in education, administration or related emphasis.

#### **1. Experience:**

- A. Demonstrated successful classroom teaching experience.**
- B. Demonstrated successful leadership skills in staff relations, problem solving, collective bargaining and conflict resolution.**
- C. Ability to perform and meet the needs of a diverse population.**
- D. School site administrative experience.**
- E. Central office experience highly desirable.**
- F. Three (3) years experience in personnel or training.**
- G. Ability to work with both site and district administration in administration of all aspects of personnel functions and responsibilities.**
- H. Demonstrated ability to work cooperatively with district and school support staff.**

### **Essential functions of this position:**

- 1. Administers the recruitment of classified and certificated employees.
- 2. Coordinates all personnel selection including assessments, screening, interviewing, and background checks of applicants.
- 3. Maintains all personnel records and reports.
- 4. Coordinates the development and administration of personnel policies and grievance procedures.
- 5. Monitors employee leaves, including family leave, etc.
- 6. Monitors Discrimination, American with Disabilities Act, etc.

7. Handles complaints from employees, from parents and the public regarding district employees.
8. Effects the assignment, evaluation, termination, and retirement of district staff.
9. Supervises the preparation and composition of bulletins and correspondence pertaining to various personnel matters.
10. Consults with and provides advice to division, school, and department heads on individual personnel matters.
11. Supervises the preparation of personnel reports and resolutions for Board Agendas.
12. Assists the Superintendent in coordinating the community relations program.
13. Participates in the meet and confer sessions as a member of the Management Team.
14. Coordinates the interpretation of the Education Code and other laws and regulations affecting District personnel and obtains legal counsel opinions when necessary.
15. Maintains the professional growth program for employees.
16. CBEDS accounting for employees in the areas of credentialing and assignment.
17. Student teaching placements and assignments.
18. Keep informed and updated on changing legislature and case law pertaining to Human Resources and PERB decisions.
19. Employer-Employee relations to include contract management and grievance procedures.
20. Responsible for daily operations of student registration and placement in all school.
21. Responsible for class/school loading as well as annual district "Open Enrollment" protocols.
22. Participates in county committees and advisory groups as related to the position of Human Resources.
23. Negotiator for both classified and certificated collective bargaining units.
24. Reports directly to the Superintendent.
25. Performs other duties assigned by the Superintendent.

**Other related functions of this position:**

1. **Demonstrate a professional attitude toward parents, students and staff.**
2. **Attend staff functions after regular "duty hours" as needed for supervision or as it relates to the position.**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_