

SUNNYVALE SCHOOL DISTRICT CLASSIFICATION DESCRIPTION

6/2014

DEPUTY SUPERINTENDENT OF HUMAN RESOURCES

- REPORTS TO:** Superintendent
- SUPERVISES:** Certificated and classified staff members as assigned
- WORK PERIOD:** 12 months, 219 days

PRIMARY PURPOSE:

The Deputy Superintendent of Human Resources plans, coordinates, and directs the operation of all Human Resources functions in such a way as to attract, develop, and retain a high quality work force and to enhance the morale of school district personnel. The Deputy Superintendent promotes the overall efficiency of the school system and keeps high levels of achievement for all students as the primary focus.

ESSENTIAL JOB DUTIES

1. Assumes administrative responsibility for routine duties of the Human Resources office, including eligibility of employees for the district's health plan, dental plan, income protection plan, and life insurance plan; administration of workers' compensation; department budget development and long range planning; certifies classification and salary to the business department; provides necessary processing for issuance and renewal of State credentials and maintains adequate personnel records.
2. Keeps informed of and interprets laws, regulations, statutes, employee contracts and policies affecting district personnel. Develops and revises policies in accordance with state legislation for Board consideration. Remains current with innovations and developments in the field by reading literature, attending conferences and discussion with colleagues.
3. Develops and implements all employee evaluation systems.
4. Prepares drafts of needed board policies, administrative rules, and status reports for the Superintendent and the Board.
5. Plans and directs a comprehensive recruitment and retention program; interviews applicants, checks references and makes recommendations to the Superintendent for all personnel decisions.
6. Collaborates with Administrative Services on employee position control procedures to ensure alignment with District budgets, staffing allocations and payroll with projected staffing needs based on enrollment, budget and school site capacities.
7. Works cooperatively with leaders of other administrative departments and divisions in integrating and coordinating individual efforts into a unified program for the district.
8. Administers District policy in all matters of hiring, training, transfers, promotions, compensation and benefits; recommends all assignments, transfers, dismissals and promotions; monitors functions to ensure compliance.
9. Organizes the substitute teacher ranks and assigns them as needed.
10. Coordinates the District's negotiations team in classified and certificated employee negotiations.
11. Leads the appointed bargaining team in negotiations with the certificated and classified bargaining units to arrive at mutually satisfactory agreements on terms and conditions of employment.
12. Administers the provisions of various contracts and salary schedules for all personnel working under negotiated contracts.
13. Provides for employee recognition.
14. Supervises the Director of Technology and Student Information in areas of management and instructional technology, and student data management systems.
15. Engages in actively advocating, promoting and securing the rights of all persons.
16. Administers the employee Injury and Illness Prevention Program as required by law.

Essential Job Duties – Continued

17. Oversees the Employee Wellness Program.

18. Manages the employee insurance groups.
19. Maintains data effectively to facilitate completion of reports required by State and Federal Programs; collaborate with Educational Services on the completion of all required reports for State and Federal Programs.

OTHER JOB DUTIES

20. Attends Board meetings, and attends or presides over such other meetings as assigned by the Superintendent.
21. Works cooperatively with leaders of other administrative departments and divisions in integrating and coordinating individual efforts into a unified program for the district.
22. Plans and coordinates staff development for classified employees.
23. Supervises and evaluates the Beginning Teacher Support and Assessment (BTSA) Program.
24. Compiles required reports and interprets related data.
25. Coaching and evaluation of principals and other administrators as assigned.
26. Serves as a member of the Superintendent's Cabinet.
27. Accepts from the Superintendent responsibilities as the Superintendent chooses to delegate to him, and assumes full responsibility for discharging them.
28. Serves in the absence of the Superintendent as the Chief Administrative Officer of the district.

WORKING RELATIONSHIPS

Reports to the Superintendent. Supervises certificated and classified staff members as assigned. Maintains positive working relationship with administrators, district office staff, parents, community members, and administrators from other districts. Develops positive relationships; responds to the needs of students, parents, staff and other constituents of the district.

WORKING CONDITIONS

The daily work is performed in an administrative office setting and at worksites (schools) throughout the District. The position requires visual acuteness and mental concentration; excellent organizational skills; multi-tasking capability; a high degree of energy; the capacity to deal with frequent personal interactions; the ability to creatively problem solve; the capacity to mediate and resolve conflict; extra hours and regular attendance at functions before and after the regular work day; occasionally representing the district on potentially controversial matters.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Knowledge of effective managerial principles, methods and practices.
- Knowledge of facilitation techniques.
- Knowledge of current education law.
- Knowledge of current education human resources best practices.
- Knowledge of education research.
- Considerable skills with computers.
- Ability to promote, create and maintain a climate of trust and collaboration.
- Ability to analyze complex situations, synthesize a broad range of information and communicate results in a succinct and clear manner.
- Ability to make effective and independent decisions.

Knowledge, Skills and Abilities – Continued

- Ability to facilitate decision-making with groups of diverse interests and values.
- Ability to lead.
- Ability to inspire others to high levels of achievement and commitment.

- Ability to perform problem analysis.
- Ability to use good judgment.
- Ability to organize.
- Ability to act decisively.
- Ability to be sensitive to needs and concerns of others.
- Ability to tolerate stress.
- Ability to communicate effectively; orally and in writing.
- Ability to articulate a well-reasoned educational philosophy; be receptive to new ideas and change.
- Ability to establish and maintain effective working relationships.

Education and Experience

Masters Degree in Educational Administration with 5 (five) years of teaching experience and 5 (five) years as a school administrator; or any equivalent combination of education, experience and training that would provide the applicant the desired knowledge, skills and abilities to perform the duties and responsibilities required. Doctorate preferred. Completion of Personnel Academy highly desired.

Licensing and Certification

As required by law.

EVALUATION

Evaluation of the Deputy Superintendent of Human Resources is assigned to the Superintendent.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.