



<b>Position Title</b>	Assistant Superintendent, Human Resources & Pupil Services	<b>Department</b>	Human Resources
<b>Direct Report</b>	Superintendent	<b>Approval/Revision Date</b>	April 19, 2022
<b>Classification</b>	N/A	<b>Pay Type</b>	Salary (contract)

<b>Job Summary/Definition</b>
<p>Under the direction and supervision of the Superintendent, the Assistant Superintendent, Human Resources and Pupil Services is responsible for the operation and administration of services related to certificated and classified personnel, contract management and administering procedures pertaining to employer/employee relations, supervision and implementation of various health services including the Santee Community Collaborative, safe school services, pupil services; child welfare and attendance, and other duties as assigned by the District Superintendent.</p>

<b>Examples of Duties/Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Serve as a member of the Superintendent’s Cabinet; review Board agenda items; prepare and review materials and reports for the Board.</li> <li>2. Administers the Human Resources, including all aspects of recruiting, selecting, placing, transferring and promoting certificated and classified personnel, except those positions supervised by the Superintendent.</li> <li>3. Ensures the District’s compliance with applicable employment laws. Directs and participates in development of personnel policies and regulations.</li> <li>4. Responsible for all aspects of employee contract management for the certificated and classified bargaining units, including collective bargaining proposals and negotiations; development of contractual agreements; interpretation and clarification of employee agreements, rules policies and procedures; development of job descriptions, classification and reclassification considerations; employee grievances; communication with management and bargaining unit employees.</li> <li>5. Assists in developing and implementing Board policies and administrative procedures.</li> <li>6. Serves as the District’s chief negotiator and contract administrator with its collective bargaining units.</li> <li>7. Researches and develops collective bargaining strategies. Analyzes and evaluates the applicability of contractual language and provisions. Formulates, proposes, revises and updates contracts, including interpretations and side letters of agreement.</li> <li>8. Directs and interprets the provisions of negotiated labor contracts and the intent of contractual language. Provides direction to management and staff on contractual matters such as grievances, disciplinary and other adverse actions and performance appraisals.</li> <li>9. Plans, develops and directs the District’s performance management systems and processes..</li> <li>10. Plans, develops, directs and monitors Human Resources services and systems for proactive recruitment and selection, diversity and equal employment opportunity, employee benefits, policies and procedures and employee information systems.</li> <li>11. Plans, develops, directs and monitors the District’s disability management system; including medical leaves, FMLA/CFRA/PDL, Workers’ Compensation, reasonable accommodations and unemployment programs.</li> <li>12. Develops, directs and monitors the District employee attendance system; including substitute and short-term employees.</li> <li>13. Responsible for the development and maintenance of employee records and personnel files.</li> <li>14. Directs and enforces fair and legally compliant employment practices by developing, overseeing and conducting investigations, mediating disputes and grievances and otherwise responding to complaints and issues around the standards of personal conduct.</li> <li>15. Maintains up-to-date knowledge and skills related to emerging trends and best Human Resources practices.</li> <li>16. Facilitates and coordinates collaboration and partnerships with community agencies, organizations, and educational institutions in support of District priorities and results.</li> <li>17. Supervises the district child welfare and attendance service, including pupil records, attendance, and disciplinary control.</li> <li>18. Provides a vision for the direction of pupil services, such as discipline issues and instructional support services for at-risk students.</li> <li>19. Acts as a liaison between the district and other public agencies regarding those issues related to areas of</li> </ol>



- responsibility. Such agencies include the County Health and Human Services Department, the Department of Social Services, the County Department of Education, the State Department of Education, the federal government and other school districts throughout the county and state.
20. Provides leadership in assisting with the establishment of new programs and developing improved understanding of existing at-risk student programs.
  21. Monitors current social, physical, and mental health, and safe school services for operational effectiveness and makes changes or recommendations for improvement.
  22. Performs other related duties as assigned.

### Qualifications Guide

#### Knowledge of:

- Principles, practices and techniques of Human Resources management.
- Sound approaches to problem solving.
- Planning, organization and direction of the overall activities and operations of the Human Resources department.
- Applicable sections of the State Education Code and other applicable laws.
- Human relations skills to conduct complex labor negotiations.
- Principles, practices, methods and terminology used in the Districts Human Resources program administration.

#### Ability to:

- Establish and maintain effective working relationships with staff and the school community.
- Speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Plan, organize and direct the work of others.
- Effectively prepare written and oral reports.
- Formulate and develop Human Resources systems, policies, standards and procedures in compliance with federal, State and local laws, rules and regulations.
- Interpret and administer statutes, regulations and policies.
- Perform duties in full compliance with all Board and Superintendent expectations, district requirements and Board policies.

### Training/Education and Experience

- Master’s Degree in Educational Administration, Organizational Management, Human Resources, or other related field.
- Prior administrative or supervisory experience.
- *Highly Desirable:* Doctorate with strong emphasis in Human Resources related field.

### Licenses:

Appropriate California Administrative Services credential  
 Possession of a valid and appropriate California Driver’s License  
*Highly Desirable:* Appropriate teaching credential authorizing services in grades K-8

### Working Conditions/Physical Requirements:

**WORKING CONDITIONS:** The employee typically works in an office setting, occasionally may be required to visit school sites performing both indoor and outdoor related work. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.



# Santee School District

# Job Description

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 30 lbs. such as to lift files and paper.

<b>Board Adopted:</b>	July 1, 1995
<b>Revised:</b>	October 4, 2005; July 20, 2010; April 19, 2022