

CENTRAL SCHOOL DISTRICT

Job Title: Assistant Superintendent
of Human Resources & Safety Preparedness

Occupational Group: Administration

Reports to: District Superintendent of Schools

Work Year: 247 days

Board Approval: 1/16/2003

(plus 23 vacation days)

Revision: 9/20/2012

DEFINITION

Under the direct supervision of the Superintendent, the Assistant Superintendent of Human Resources and Safety Preparedness shall serve as the chief officer of personnel services, safety preparedness, and the Board's chief representative for collective bargaining.

QUALIFICATIONS

Education/Certification:

- Possession of a valid California credential authorizing service as a school district administrator.
- Possession of advanced degree from an accredited university or college, supplemented by training and coursework in personnel administration and educational management and supervision.

Experience:

- Three years of successful classroom teaching experience.
- Two years of administrative/supervisory experience.
- Experience in school collective bargaining is desirable.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

PERSONNEL ADMINISTRATION RESPONSIBILITIES:

1. Operates and manages personnel recruitment program by defining application and screening process. **E**
2. Operates and manages personnel selection program by defining interview and selection procedures. **E**
3. Operates and manages personnel assignment program by maintaining records on staff needs, resignations, and reassignment requests. **E**
4. Operates and manages personnel needs assessment program.
5. Administers personnel services. **E**
 - Informs personnel of changes in credentialing program, fringe benefits, salary placement, and personnel policies.
 - Coordinates records such as transcripts and credentials.
 - Coordinates credential applications, renewals, and processing procedures.
 - Maintains job description file and job vacancy notice file.
 - Maintains and coordinates district personnel files and permanent records.
 - Monitors performance evaluations and assists site managers in employee assistance plans.
 - Coordinates personnel retirement program.
 - Maintains liaison with personnel professional organizations.

Assistant Superintendent of Human Resources and Safety Preparedness

6. Administers special personnel programs.
 - Manages and coordinates student teaching program.
 - Manages and coordinates substitute teacher program.
 - Coordinates substitute assignments.
 - Maintains program to upgrade substitute services by defining needs and procedures for obtaining substitute services.
 - Manages and coordinates classified substitute program.
 - Manages and coordinates the Beginning Teacher Support and Assessment Program (BTSA).
 - Manages and coordinates the Peer Assistance and Review (PAR) program.
 - Develops and publishes the Employee Handbook and Mandated Notifications.

CONTRACT ADMINISTRATION/EMPLOYEE RELATION RESPONSIBILITIES:

1. Serves as the Superintendent's designee in the area of grievance processing.
2. Informs employees of benefits available to them through personal contact and written communication such as memos, articles, etc.
3. Is available to employees for discussion and airing of concerns.
4. Coordinates an orientation program for all new employees.

COLLECTIVE BARGAINING RESPONSIBILITIES:

1. Serves as one of the Board's representatives in collective bargaining sessions with bargaining units. **E**
2. Calls planning sessions with the negotiating team.
3. Gathers data for the negotiations sessions.
4. Keeps Board informed as to progress of negotiations and settlements. **E**
5. Conducts certificated and classified personnel negotiations and prepares uniform salary schedules. **E**

SAFETY PREPAREDNESS:

1. Serves as the Disaster Preparedness Coordinator.
2. Develops and manages Workers' Compensation program.
3. Plans and coordinates quarterly District Safety/Disaster meetings.
4. Plans and coordinates required trainings for safety, CPR/First Aid, Bloodborne Pathogens, and Child Abuse Reporting.
5. Develops, updates and maintains the district's:
 - Uniform Emergency/Disaster Plan
 - Bloodborne Pathogens Exposure Control Plan
 - Injury, Illness Prevention Plan
 - Hazardous Communication Plan
 - Respiratory Protection Plan
 - Chemical Hygiene Plan
6. Plans and coordinates custodial staff development.
7. Plans and coordinates the district's Material Safety Data Sheet information program.

HEALTH BENEFITS RESPONSIBILITIES:

1. Acts as liaison between insurance broker and district concerning health care coverage.

OTHER DUTIES AS ASSIGNED

WORKING CONDITIONS

Office environment; subject to driving from site to site.

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.