

MODESTO CITY SCHOOLS

Job Description

JC #0105

ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES

OVERALL RESPONSIBILITY

Under direction, responsible for the management of the District's personnel programs and activities.

SPECIFIC RESPONSIBILITIES

1. Develop, implement and evaluate the District's personnel policies, administrative regulations and procedures.
2. Develop, implement and evaluate a plan designed to recruit, select, hire and retain effective employees.
3. Develop, implement and evaluate human resource programs in keeping with the intent of State, Federal, and Title IX laws and guidelines.
4. Develop, implement and evaluate a job description program which ensures that each position in the District is appropriately described in terms of overall responsibility, specific responsibilities, work year, salary, and qualifications.
5. Assist in the development, implementation and evaluation of a salary administration program for all District employees.
6. Develop, implement and evaluate a performance evaluation program for all District employees.
7. Monitor the implementation of the BTSA/PAR/Induction programs.
8. Monitor the development and implementation of No Child Left Behind (NCLB) compliance issues related to teachers and paraprofessional certification.
9. Serve as the District's representative in employee negotiations.
10. Serve as the District's representative in employee bargaining unit consultations.
11. Review and recommend approval of student/teacher contracts with accredited colleges/universities.
12. Monitor, communicate, interpret and evaluate the implementation of contractual agreements with employee organizations.
13. Inservice management in the application of employee association contracts.
14. Research, recommend, negotiate and/or implement policies and decisions involving wages, salaries, benefits and working conditions.
15. Maintain a record of Personnel legislation impacting school employees.
16. Assist in the scheduling and evaluation of personnel legal services.
17. Develop, implement and evaluate staff development programs for designated personnel.
18. Determine and implement state credential requirements.
19. Assist in the selection, orientation, supervision and evaluation of personnel.
20. Establish and maintain cooperative relationships with those contacted during the course of work.
21. Perform other related duties as assigned.

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES (continued)

WORK YEAR

Approved days as specified by individual contract.

SALARY

By individual contract.

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to apply education and government codes, District policies and regulations.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to understand and implement complex oral and written directions.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirements:

- Five (5) years certificated administrative experience in a public and/or a private schools system.

Desirable Qualification:

- Five (5) years of Human Resource Management full-time experience.

Education/Credential

Minimum Requirements:

- Valid BA Degree, and
- Valid California Teaching Credential, and
- Valid California Administrative Credential with authorization to serve as Associate Superintendent.

Desirable Qualification:

- Master's Degree

REPORTS TO:

Superintendent

Board Approved: 5/17/04