

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 21, 2014

Revised: February 20, 2019

Salary Schedule: 260

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

**JOB TITLE: ASSISTANT SUPERINTENDENT – HUMAN RESOURCES**

**JOB PURPOSE STATEMENT:** Under the direction and supervision of the Superintendent, the Assistant Superintendent for Human Resources serves as chief administrator responsible for the effective administration and coordination of the Human Resources Department, employer-employee relations, operational policies and regulations, and other related functions.

**JOB FUNCTIONS:**

- Assists the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining Human Resources
- Administers and supervises the Human Resources Department
- Administers and supervises the recruitment, selection, assignment, discipline and related functions for certificated, classified, and management personnel
- Serves as Chief Negotiator for the District
- Administers and supervises the employer-employee relations to include negotiations with certificated and classified bargaining units and contract management
- Administers the evaluation of all personnel in order to ensure that proper and agreed upon procedures are followed and deadlines are met
- Administers Title IX and the District's Affirmative Action Program
- Administers and supervises the budgets for Human Resources
- Assists in the development of policies and coordination of the execution of adopted policies, regulations, procedures and guidelines related to Human Resources
- Secures legal interpretation on personnel issues
- Supervises personnel as the Superintendent may assign either temporarily or regularly
- Serves as a member of the Superintendent's Cabinet
- Attends Board meetings and prepares such reports for the Board as the Superintendent may request

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JOB FUNCTIONS - continued

- Serves on lay or staff committees as the Superintendent may request
- Maintains a strong knowledge of laws and regulations relative to personnel
- Writes and speak effectively
- Researches effectively and presents understandable reports on information learned from research.
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other duties as assigned

Personal and Professional Qualities:

- Excellent health, vigor, stamina, and stability
- Skill in human relations
- Patience, wisdom, firmness as well as flexibility and adaptability
- Ability to write and speaks clearly and concisely
- Integrity
- Ability to participate in a participative style of management
- Appreciation of the need for accountability
- Strong professional and personal principles and the courage to fight to maintain them
- Ability to listen, observe and to absorb the concerns of the Board, staff, and community and to act upon needs
- Ability to manage in the areas of planning, organizing, controlling communicating and leading

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

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JOB QUALIFICATIONS:

Education:

- Master's Degree

Experience Required:

- Five (5) years of successful teaching experience
- Five (5) years of successful administrative experience including at least three (3) years of successful administrative experience as a site principal, secondary-level preferred.
- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated expertise in personnel supervision, budget development, facilities management, and community relations

Credential and Licenses

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position