

DEPUTY SUPERINTENDENT, PERSONNEL SERVICES

DEFINITION

Under the direction of the Superintendent, the Deputy Superintendent is an equity leader, skilled in Professional Learning Communities, who supervises and provides leadership to Personnel Services, Student, Community & Personnel Support, and acts in the absence of the Superintendent. The Deputy Superintendent acts on behalf of, and represents the Superintendent, in directing the implementation of District plans, policies, programs, and services. The Deputy Superintendent provides support to all divisions and school sites. As a member of the Superintendent's Executive Cabinet and Cabinet, the Deputy Superintendent participates in overall District planning, decision making and operations; performs special duties assigned by the Superintendent; and plans, organizes, directs and integrates a complex system of education serving a Pre-K -12 population.

ESSENTIAL FUNCTIONS

- Serve as advisor to the Superintendent pertaining to district personnel management, staff development and employer/employee relations, issues, and concerns
- Assist, direct, and supervise staff assigned to the Personnel Services and Student, Community & Personnel Support departments and develop guidelines for the implementation of their duties
- Oversee the development, submission, approval and implementation of the LCAP in collaboration with Cabinet
- Oversee recruitment, induction and retention of highly-qualified employees
- Develops backward plans that align with the District's mission, vision and values
- Implement appropriate coaching and/or corrective practices to align personnel and all services with the organizational goals
- Marshal resources to their most productive use with the aim of creating maximum service to meet priorities
- Maintain and monitors staffing, budgets, and services to ensure the organization remains focused on the mission, vision and pledge
- Support and work collaboratively with the district employee health and welfare programs, risk management, industrial injury/illness prevention and unemployment.
- Plan, organize, and administer a comprehensive employer/employee relations program, including negotiations with labor organizations and the administration and interpretation of collective bargaining agreements
- Serve as liaison to labor organizations, analyzing concerns, problems, and developing alternative and collaborative solutions
- Identify, plan, and establish the goals, objectives, and direction of the district personnel management program
- Plan, organize, develop and recommend personnel policies and administrative regulation statements, including operational procedures and guidelines
- Plan, develop, and implement evaluation procedures to ensure the personnel management system, processes, and procedures are implemented in a timely, effective, and professional manner
- Serve as the district grievance (dispute resolution) process coordinator that includes advising and managing the grievance hearing process
- Plan, design, establish, review, analyze, and audit the district employee performance assessment and evaluation program, and counsel, advise, and assist management and

supervisory personnel in developing strategies that support the growth and improvement of job performance

- Oversee PAR, Teachers in Partnership (TIP) and employee assistance plans
- Plan, design, coordinate, and implement a continuous classified employee professional development program, which assists district personnel in the acquisition and improvement of appropriate job related skills
- Coordinate certificated and classified professional growth plans, working with local and state agencies to address credentialing renewal and application requirements
- Serve or designate the district complaint officer, which includes assisting appropriate agencies and individuals in the investigation and resolution of employee, student, and public complaints
- Recruit, screen and interview applicants for certificated and classified positions in a timely manner and ensure the best-qualified candidates are offered employment
- Plan with Superintendent and other cabinet level administrators the annual pupil enrollment projections, CBEDS reporting, and pupil housing analyses.
- Communicate effectively
- Submit timely reports to appropriate authorities
- Inform the Superintendent of availability of funding in areas appropriate to needs of the District
- Promote positive public relations between school and community
- Serve as an active member of the Superintendent's Cabinet, participating in activities that result in the development of policies, programs, procedures, and strategic directions
- Provide vision, leadership, direction and coordination in the development and implementation of staff development programs for employees
- Communicate effectively and in a timely manner incidents and/or situations to appropriate District personnel which might have an impact on the District
- Diffuse potentially volatile situations
- Develop and maintain effective relationships with students, parents, staff, and the Board of Trustees
- Prepare for and participate in all Board of Trustee meetings and workshops
- Liaison with legal counsel relating to personnel, student or community matters, or any other matter as directed by the Superintendent
- Interface with local, county and state legislators and legislation, as needed or directed
- Follow written and oral direction
- Participate in District in-service training as required
- Serve as part of the District's leadership team dedicated to the social, emotional and educational development of all students
- Maintain confidentiality
- Maintain current on state and federal personnel laws, PERB cases and policies
- Promote equity, fairness and respect among all staff members
- Possess and utilize effective decision-making, problem solving and conflict management skills
- Implement and maintain multiple projects and deadlines
- Perform such additional duties and responsibilities, delegated by the Superintendent, as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge of:

- District leadership and management principles and practices, including organization, student records and school accountability
- Federal due process guidelines that address needs and rights of special education students
- Applicable laws, codes, regulations, policies, operations and procedures
- Normal school routines and practices
- Professional Learning Communities
- Current successful personnel management and educational leadership strategies
- Effective human resource development practices
- Budget development, maintenance and monitoring
- Effective leadership and supervision practices
- Effective oral and written communication skills
- The 40 Developmental Assets

Ability to:

- Demonstrate leadership skills and the ability to engage in effective shared decision-making processes
- Interface with and be knowledgeable of all education areas of the school district
- Be innovative and creative
- Treat all staff members as a team and demonstrate accountability
- Serve as a model of District standards
- Identify potential problems, evaluate alternative solutions and prepare sound recommendations
- Supervise and direct the Personnel Services Department
- Translate Board and District policy to various employees, individuals and groups
- Use good judgment in the application of District and school policies
- Plan, organize, coordinate and direct a variety of complex operations of a large school district
- Communicate effectively in written and verbal form
- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Perform effectively and efficiently in situations requiring tact, diplomacy and good judgment
- Communicate, enforce and apply District, state and federal rules, policies, procedures, standards, regulations and laws
- Understand and carry out handwritten/typed documents
- Relate effectively with racially and ethnically diverse staff, students and community members
- Demonstrate effective supervision skills
- Demonstrate effective communication and interpersonal skills, both written and oral
- Demonstrate strong scheduling and organizational skills
- Diffuse difficult situations and is skilled in crucial conversations and conflict mediation
- Establish and maintain cooperative and effective working relationships with others
- Meet demanding timelines and schedules
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Analyze situations accurately and adopt an effective course of action
- Work extended work hours, including evenings and weekends

- Speak Spanish (desirable)

EDUCATION (degrees/licenses/credentials)

- Bachelor's Degree (Master's Degree in School or Personnel Administration and a Doctorate highly desirable)
- Valid California Administrative Services Credential
- Five years experience in a responsible public education supervisory position, including experience in personnel management, employer/employee relations, or similar field
- Three years experience as a site administrator and/or district office experience (Director level experience highly desirable)
- Previous successful site administrative and teaching experience preferred
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

CONFLICT OF INTEREST

This is a designated position pursuant to Government Code Section 87300 and will require completion of the Standard Conflict of Interest Code Form #700

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 30 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

Created 06/03/2019

Board Information Item 06/11/2019

Board Approved