

## PERRIS UNION HIGH SCHOOL DISTRICT

---

Board Approved: May 21, 2014  
Salary Schedule: 260

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### **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
- Serves on lay or staff committees as the Superintendent may request
- Maintains a strong knowledge of laws and regulations relative to personnel

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

Page 2

### JOB FUNCTIONS - continued

- 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

### JOB QUALIFICATIONS:

#### Education:

- Master's Degree

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

Page 3

**JOB QUALIFICATIONS – continued**

**Experience Required:**

- Minimum of five years teaching experience
- Minimum of five years of experience in an administrative capacity within a school district
- Experience as a site level administrator is desirable

**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