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**ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES**

**Definition:**

This is a Cabinet level position responsible for the operation and general management of the Certificated Human Resource functions, the SCOE Credentialing Office and the North Coast School of Education Program. The incumbent leads the certificated recruitment activities for the County Office and provides assistance to schools in recruiting and retaining highly qualified teachers, administrators and specialized certificated staff, including conducting recruitments for district top level administrators. The incumbent plans, coordinates and assists with the implementation of strategies to assist schools in implementing exemplary teacher recruitment activities, and assists with staff development activities. The incumbent provides assistance and leadership to local districts on credentialing and assignment issues. The incumbent also manages the Human Resources classified functions and performs related duties as assigned.

**Distinguishing Characteristics:**

- Under the general direction of the Superintendent, the Assistant Superintendent, Human Resources, plans, organizes and directs SCOE certificated and classified recruitment activities as well as provides support to local districts on the recruitment of certificated staff.
- Supervises the SCOE Credentialing Office and the North Coast School of Education Program.
- Directs and supervises staff.
- Develops and administers program budgets.
- Serves as liaison to the California Department of Education (CDE), other county offices, school districts, schools, institutions of higher education and other agencies.

**Supervision Received and Exercised:**

General direction is provided by the Superintendent. Responsibilities include providing direction to and supervising certificated and classified staff.

**Examples of Duties and Responsibilities:**

Duties and Responsibilities may include, but are not limited to, the following:

- Provides leadership, management and supervision in the implementation of the programs delivered by the SCOE Credentialing Office, NCSCOE, and other programs as assigned.
- Serves as a resource to local districts and county offices on credentialing issues.
- Works as a resource to local districts and county offices on human resources issues, negotiation techniques, and other related items.
- Supervises all aspects of credentialing and the annual review of assignment/misassignment and English Language Learner certification of all certificated staff in Sonoma County and responds to procedural and requirement inquires, including compliance with state laws on certificated assignments; advises the Superintendent of County Schools of misassignment issues not resolved in a timely manner; periodically meets with district superintendents and appropriate district staff regarding assignment monitoring; arranges training and support as needed.
- Upon request, assists local districts with recruitment of school administrators, specialized certificated staff, and superintendents, including preparing and distributing recruiting information, meeting with district stakeholders and the selection and training of interview panels.
- Acts as SCOE's designee for statewide activities designed to assist superintendents, principals, administrators and school boards with enhancing the quality of their instructional staff; facilitates related meetings as appropriate.
- Develops and administers annual program budgets; identifies and secures new funding sources for assigned activities.
- Administers the No Child Left Behind Highly Qualified Teacher requirements as they pertain to County Office staff and candidates for employment; assists districts with NCLB, Williams and other compliance requirements; acts as the designated Professional Growth Advisor for Sonoma County for Designated Subjects Credential holders.

- Works cooperatively with leaders of other administrative programs in integrating and coordinating individual efforts into a unified program for the County Office.
- Participates in negotiations with various certificated bargaining units as assigned, and assists with the development of management proposals; is responsible for the implementation of contract changes; provides training on bargaining techniques to local districts upon request; and works cooperatively with department managers to respond to grievances and complaints from certificated staff.
- Coordinates and assists managers with certificated evaluations, including ensuring evaluation are completed accurately and in a timely manner; assists management staff in the review of low performing employees, developing written improvement plans and documentation of performance issues.
- Assists managers with a variety of other certificated employee issues, such as assignments, transfers, worker's compensation, reasonable accommodation, return from leave, ELL training and certification options.
- Ensures that non-renewals and layoffs are conducted consistent with the Education Code and collective bargaining agreements.
- Coordinates staff program transfers, ensuring the accuracy of seniority lists, working cooperatively with districts to follow required Education Code and contract procedures, application of skipping criteria, reinstatement from layoff, and monitoring return rights.
- Supervises the SCOE Central Substitute system to ensure the appropriate placement of substitute teacher; supervises the placement of substitutes in SCOE-operated programs, including recruitment activities, reviewing new employee packets for completeness (fingerprint and background checks, etc.), resolving problems, investigating complaints, removing substitutes from active service for cause, reviewing and signing supplemental payroll, and overseeing certificated employee leaves.
- Collects data, completes and writes reports, surveys and evaluation documents, as specified by state guidelines and as directed; directs, supervises and evaluates program staff and the work product of consultants.
- Negotiates and monitors contracts with other county offices and private consultants; maintains positive, collaborative working relationships with county, regional consortia and CDE projects; develops, implements and monitors program outcomes.
- Develops personal goals and objectives which support and are consistent with the mission and goals of the Sonoma County Office of Education.
- In accordance with the ASCOE/CTA bargaining unit, the certificated Director shall review all applications for course credit approval. All requests shall be forwarded to the Superintendent for review and final approval.
- Performs related duties as assigned.

### **Employment Standards:**

Knowledge of:

- Education code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts, including employee benefits administration, COBRA, procedures for hiring discipline and dismissal, merit or civil service systems, employee evaluation procedures, program transfer laws and requirements.
- Principles and practices of modern management, including administrative planning, organizational development, budgeting, collective bargaining, purchasing and information processing.
- Principles and practices of public administration and public human resources administration, including personnel recruitment, examination, classification, pay, training and supervision.
- Principles, practices, methods and strategies applicable to certificated staff recruitment, credentialing, assignment monitoring, beginning teacher programs, administrative training and curriculum implementation.
- Organizational theory, supervision and management practices, techniques and principles.
- Current research and practice on school improvement and student learning.
- Issues of importance to increasing student achievement in bay area counties and schools.
- Budget development and administration.

Ability to:

- Plan, develop, implement and administer assigned programs.
- Establish and maintain credibility with administrators at district and county level.
- Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials and resources.
- Express ideas and concepts clearly and concisely in both oral and written form.
- Make effective presentations to a variety of audiences.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.
- Motivate, challenge and guide others in the improvement of programs and services.
- Relate to the personnel associated with a wide range of educational programs; set high standards for self and others and support the achievement of those standards.
- Effectively administer multiple programs and meet deadlines.
- Deal with the challenges inherent in a multi-agency consortium.
- Analyze data and situation(s); render judgment; make decisions and solve problems efficiently and effectively.
- Initiate cost effective programs and services.
- Maintain and improve professional abilities and knowledge.
- Develop and administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes.
- Plan, organize and conduct training, inservice and staff development activities; coordinate projects, events conferences and activities.
- Select, train, supervise and evaluate staff relative to the mission of SCOE; observe and document performance; design data-based improvement process.
- Be flexible and receptive to change.
- Prepare and present program data; provide dependable data on organizational performance as appropriate.
- Interpret and apply applicable laws, codes, regulations and ordinances.
- Learn grant writing and fund development.

**Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelors Degree from an accredited college or university with an emphasis in education or closely related field and a Masters Degree in education or a related field is desirable

Experience:

Five (5) years of successful educational experience, including three (3) years of experience as a site or district administrator or equivalent. Previous district experience in recruitment, staff development, or human resources is highly desirable. Participation in ACSA Personnel Academy is recommended

Credentials:

A valid California Teaching California and Administrative Services Credential.

**Work Environment:**

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illnesses, injuries, infections, and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.