



# RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

## ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES

### DEFINITION:

Under the direction of the Superintendent of Schools, the Associate Superintendent, Human Resources plans, organizes, manages, and directs all aspects of the Human Resources department, which includes all personnel, labor negotiations, equal employment opportunity programs, and other related operations, programs and functions. Provides administrative leadership for the Human Resources office including employee discipline, evaluations, recruiting, reclassification, employee grievances, complaints, investigations and other relations functions.

### ESSENTIAL DUTIES:

The specific duties and responsibilities of the Associate Superintendent, Human Resources shall include, but are not limited to the following:

- Manages and directs the administration of the Human Resources programs.
- Develops, implements, and evaluates goals and objectives as they pertain to the personnel needs of the District as directed.
- Established a climate within the Division of Human Resources that is conducive to appropriate conduct, performance, attitude, job satisfaction, and service orientation.
- Provides assistance in the interpretation and application of regulations of the Education Code, Labor Code, and Government code, which deal with human resources and labor relations.
- Directs the screening, evaluation, interview, and selection process for all school and departments, and ensures that all positions are filled within adopted budgets and timelines.
- Responsible for the performance evaluation of all certificated and classified personnel, and provides technical assistance to administration when remediation of employees is required.
- Represents the District in matters related to employer-employee relations, including collective bargaining, contract maintenance and administration, and grievance and conflict resolution.
- Prepares back-up for Personnel Consent, Discussion/Action, Board Policy, and General Function items for Board of Education Agendas and special reports, resolutions or agenda items as directed by the Superintendent.
- Supervises and evaluates the performance of assigned staff.
- Interview and selects employees, and recommends transfers, reassignments, terminations, and disciplinary actions.
- Plans, coordinates and arranges for appropriate training for staff.
- Advises and supports school site principals and/or program/department administrators.
- Coordinates student teacher, intern, and other training programs.
- Develops and proposes new and revised Human Resource policies.
- Serves as the District's coordinator for non-discrimination in employment, and is responsible for enhancing staff diversity/equity throughout the District.
- Acts as the District liaison with colleges/universities, vocational and trade schools, and apprenticeship programs in building a comprehensive labor pool.
- Administers and monitors the certificated credentialing process.
- Supervises and monitors personnel procedures and practices for fairness and to maintain integrity and adhere to laws and policies.
- Develops and maintains personnel records for all employees.
- Initiates and updates job descriptions for all certificated and classified positions.
- Evaluates designated members of the management team.
- Provides for a program of wage and salary administration including directing necessary personnel research.
- Provides a program for recruitment and maintenance of substitute personnel staff.
- Initiates and updates enrollment projection research.
- Consults with the District Counsel on legal matters pertaining to personnel issues.
- Attends all Board of Education meetings.
- Serves as a member of the Superintendent's Cabinet.
- Performs additional duties as assigned.

## **QUALIFICATIONS:**

### KNOWLEDGE OF:

- Philosophical, educational, fiscal, and legal aspects affecting human resources management.
- Investigation techniques and procedures.
- Research methods and report writing techniques.
- Record-keeping techniques.
- District organization, operations, policies, and procedures.
- Principles of organization, operation and supervision.
- Principles, practices, trends, goals, objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to human resources.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

### ABILITY TO:

- Plan, organize, and administer a comprehensive human resources program.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and board policies, laws, regulations, and collective bargaining agreements that pertain to human resources management.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive, narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

## **EXPERIENCE AND EDUCATION:**

### EXPERIENCE:

- Five (5) years outstanding teaching experience in a multicultural K-12 setting.
- Five (5) years of successful administrative experience in a multicultural K-12 setting (elementary and secondary experience preferred); at least three (3) years' experience as a site level principal.
- Three (3) years of successful experience as a district level administrator.

### EDUCATION:

- Valid Administrative Services K-12 Credential.
- Valid Certificated Credential.
- Master's Degree or higher degree from an accredited college or university.
- EL Authorization or equivalent is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Fingerprints on file as required by State Law
- TB Skin Test as required by State Law
- Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.

**WORKING CONDITIONS:**

**WORK AREA REQUIREMENTS:**

- District office environment and school sites.
- Demanding timelines.
- May drive to a variety of locations to conduct work during day evening hours.
- Subject to frequent interruptions and extensive contact with staff, parents, students and the public.
- Ability to traverse any part of a 10-20 acre campus which would include asphalt, ramps, sidewalks, grass, baseball field, track, blacktop.

**PHYSICAL ELEMENTS:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours plus

Stooping:	Occasionally	Walking:	Frequently
Bending:	Occasionally	Push/Pull:	Occasionally
Lifting:	Occasionally	Standing:	Occasionally
Reaching:	Occasionally	Carrying:	Frequently
Handling:	Frequently	Fingering:	Frequently
Grasping:	Frequently	Kneeling:	Occasionally
*Driving:	Occasionally	Sitting:	Occasionally

**Frequent motion:**

Twisting:	Frequently	Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently	Reaching to shoulder level:	Occasionally
Forward should/neck flexion:	Frequently	Reaching above should level:	Occasionally
Reaching below shoulder level:	Frequently		

**Sensory requirements:**

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

**Must be able to deal with these environmental considerations:**

Heat:	Occasionally	Fluorescent lights:	Constantly
Noise:	Frequently	Working outside:	5% of the day
Odor:	Low	Working inside:	95% of the day
Humidity:	Low	Floor may be slippery at times:	Low
Moisture:	Occasionally	Working in close quarters with others:	Yes

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
Recall of names and dates:	Yes
The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees	

**Ability to deal with psychological factors:**

Team work:	Yes	Frustration:	Medium
Repetitive Tasks:	Yes	Level of responsibility:	High
Flexible:	Yes	Must keep up with schedule:	High
Able to work overtime as needed: Every day		Able to keep up a high activity level during the shift: Yes	

**Physiological factors:**

Have a high level of consciousness:	High all day	Ability to read at the 12 <sup>th</sup> grade level:	Yes
Orientation to time, place, or person:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift: Yes			

Revision Date: 04/2025

**AN EQUAL OPPORTUNITY EMPLOYER  
 RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**