

CHINO VALLEY UNIFIED SCHOOL DISTRICT
ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES

DESCRIPTION OF POSITION:	Provide leadership and coordination for the management of the District's Human Resources Department as assigned by the Superintendent.
MAJOR DUTIES AND RESPONSIBILITIES:	<p>Develops, implements, and evaluates goals and objectives as they pertain to the Human Resources Department.</p> <p>Responsible for the formulation and development of District policy as it relates to Human Resources.</p> <p>Develops, evaluates, and makes recommendations to the Superintendent regarding Administrative policy governing the operation of Human Resources.</p> <p>Responsible for the evaluation of Certificated and Classified management staff.</p> <p>Provides coordination between Human Resources and Business/Operations.</p> <p>Responsible for equity/diversity issues related to Certificated and Classified personnel.</p> <p>In absence of the Superintendent, performs the duties of the Superintendent. Performs other duties as assigned.</p> <p>Serves as a member of the Superintendent's Cabinet and District Management Team.</p> <p>Attends all Board of Education meetings.</p> <p>Prepares and submits personnel reports to the Superintendent and the Board of Education relative to the operation of the Human Resources Department.</p> <p>Assists the Superintendent and Board of Education at the direction of the Superintendent.</p> <p>Assists the Superintendent with the coordination of the District's divisions so that they function in a harmonious mutually supportive manner.</p> <p>Chairs Cabinet, District-wide, and Administrative meetings as directed by the Superintendent.</p>

Page 2 – ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES

Represents the District, when so assigned in social, organizational, ceremonial, political, or other functions.

Serves, when so designated, as the District's Legislative Representative in City, County, Regional, State and Federal affairs, including matters and legislative communications and decisions.

Assists the Superintendent and the Board of Education in identifying and establishing organizational goals and objectives, and developing strategies and feasibility planning to ensure achievement of the District mission.

Provides expertise and leadership in the identification, allocation, and management of the school District's Human Resources Department.

Counsels, advises, and provides leadership in relation to employer/employee relations matters.

CREDENTIAL:

California Administrative Services Credential.

General, Standard or Ryan Administrative or Supervision Credential authorizing services (K-12).

EDUCATION:

Master's Degree, Doctorate preferred.

EXPERIENCE:

Successful classroom teaching experience at elementary and secondary levels desirable.

Administrative experience preferred at both elementary and secondary levels and increasing management responsibility and District Office Administration.

SUPERVISION:

Accountable to the Superintendent.

BOARD APPROVED: 06-20-02