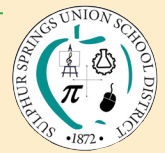


# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## ASSISTANT SUPERINTENDENT OF PERSONNEL/PUPIL SERVICES

### Definition

Serve as an Assistant Superintendent of Personnel/Pupil Services under the direction of the Superintendent; to plan, organize, direct and administer the employee recruitment and selection, employment, staff development, transfer, promotion, layoff and separation processes, and risk management; to direct the district's Pupil Services functions; to directly assist in the development of the district's Attendance and Welfare Program to include inter and intra district agreements; to aid in the planning, development, implementation, and maintenance of operational policies, regulations, and guidelines; to aid in planning, direction, and administrating the District employer/employee relations processes; and to do other related functions as directed.

### Major Duties and Responsibilities

This person shall be directly responsible to the Superintendent:

1. Serve as the advisor to the Superintendent pertaining to personnel management, staff development and employer/employee relation problems, issues, and concerns.
2. Identify, plan, and establish the goals and objectives of the District personnel management programs and systems.
3. Plans and supervises department budget preparation and implementation to insure cost effectiveness.
4. Plan, organize, develop and recommend personnel policies and regulation statements, and operational procedures and guidelines.
5. Establish and supervises risk management, including student accidents insurance plans, and workman's compensation.
6. Serve as the district's representative in Joint Powers Authorities dealing with workers' compensation
7. Aid in reviewing, analyzing and evaluating pending legislation, legal mandates, regulations and guidelines that may affect the District programs, functions, and activities.
8. Represents the District on the School Attendance Review Board
9. Organize and administer the district's inter and intra district attendance agreements
10. Plan, develop, and implement audit and evaluation procedures to ensure that the personnel management systems, processes, and procedures are pursued in a cost effective and cost beneficial manner
11. Plan organize and administer a comprehensive employer/employee relations program
12. Directs and assists in the development of the District's Welfare and Attendance Program
13. Serve as the District grievance process coordinator
14. Active in seeking out and writing grants in the area of Pupil Services.
15. Provide leadership and expertise in the budget planning process, particularly pertaining to the utilization of appropriate human and monetary resources.

### Supervision Exercised or Received

Under the immediate supervision of the Superintendent.

## **Minimum Qualifications**

- Five years experience in a responsible public education administrative or supervisory position, including experience in personnel management, employer/employee relations, or similar fields
- Graduated from an accredited college or university in educational administration, personnel administration, industrial relation, or other closely related areas.
- Possession of a valid administrative credential authorizing service as an elementary level administrator
- Valid California driver's license

## **Desirable Qualifications**

Ability to:

- Analyze problems and arrive at alternative solutions and recommend a course of action in a timely decisive manner
- Communicate effectively in oral and written form
- Establish and maintain cooperative working relationships

Knowledge of:

- Principles, methods, strategies and techniques for a comprehensive human personnel management program
- Organization, management and supervision strategies methods and techniques
- Research and development techniques, strategies and procedures
- Thorough knowledge of education mandates, laws, and regulations

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Body Movement**  
Regular activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.
- **Lifting Requirements**  
Employee assigned to this position must be able to lift or carry objects weighing 30 pounds with the ability to move or push objects weighing up to 50 pounds.
- **Vision Requirements**  
Ability to see clearly at 20 inches or less; adjust the eye to bring the object into sharp focus.

## **Work Environment**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Positive Environment

Work is usually performed in a district office environment.

- Exposures, Risks and Hazards

While performing the duties of this classification, the employee occasionally is exposed to the normal risks of installing computer-related equipment.

The Sulphur Springs Union School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by the Board: June 24, 2015