



Leadership • Collaboration • Support

**JOB TITLE: Associate Superintendent, Human Resources and Educator Effectiveness**

**Assistant/Associate/Deputy Superintendent Salary Schedule, Range 3**

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### **DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Under the direction of the County Superintendent of Schools, oversees the operation and general management of the certificated and classified Human Resource functions, the Solano County Office of Education (SCOE) Credentialing Office, and the Educator Effectiveness Programs. Leads the certificated and classified recruitment activities for the County Office and provides assistance to schools in recruiting and retaining highly qualified teachers, administrators and specialized certificated staff. Provides assistance and leadership to local districts on credentialing and assignment issues. Manages the Human Resources classified functions and performs related duties as assigned. Acts as the Compliance Officer for Title IX and educational equity. Ensures SCOE is an equal opportunity employer maintaining an emphasis on a strong collaborative and supportive culture.

- Plans, organizes, and administers the employee recruitment and selection processes.
- Administers employment, transfer, and promotion, layoff, and separation processes.
- Assists in the planning, development, implementation, and maintenance of operational policies, regulations, and guidelines.
- Plans, directs, and administers the employer/employee relations process, including grievances.
- Represents the County Office of Education in the collective bargaining process. Ensures department compliance with all employment and labor laws.
- Collaborates with and supports regional and statewide programs and services through regional and statewide planning and implementation of meetings and events. Represents SCOE at meetings such as the California County Superintendents Statewide Personnel Administrative Services Steering Committee (PASCo) etc.

- Monitors and evaluates County Office human resource functions and activities for effectiveness and operational efficiency; gather data, research information, and conduct special projects with other County Office departments; receive and respond to staff and administrative input concerning human resource needs; oversee the development and implementation of policies, procedures, and programs to enhance effectiveness and operational efficiency related to staffing needs.
- Maintains current knowledge of laws, codes, regulations and pending legislature related to Human Resources and Educator Effectiveness activities; modifies programs, functions, and procedures to assure compliance with local, State, and federal requirements as appropriate.
- May serve as the Superintendent's designee, in the Superintendents absence, in all matters pertaining to the County Office of Education.
- Attends community related meetings, events, and councils in conjunction with or on behalf of the Superintendent.
- Provides leadership and coordination of SCOE Educator Effectiveness Programs. Provides leadership and technical assistance to districts/schools in areas related to district Educator Effectiveness Programs.
- Provides leadership and coordination of SCOE Administrator Leadership and Clear Administrative Credential Programs.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

- Five years of experience in education, including at least two years in the administration and management of educational programs or human resources.
- A California administrative credential and a master's degree.
- Experience in supervision and evaluation at a school site, district, or county level.
- Experience providing Instructional Leadership Coaching to aspiring or experienced administrators.
- Knowledge of curriculum development, common core state standards, accountability, assessment, and school reform.

## **ESSENTIAL FUNCTIONS/DUTIES**

- Directs and facilitates the process for providing professional development opportunities and leadership training with an emphasis on continuing to build and sustain a strong collaborative and supportive culture for all employees.

- Directs the facilitation of the Annual Employee Service Awards.
- Responsible for public information requests regarding employee compensation.
- Responsible for recruiting and retaining qualified staff necessary to meet the needs of the County Office of Education.
- Provides direction and consultation to all administrators and supervisors with respect to personnel matters.
- Coordinates all negotiations and contract management functions, including serving as chief negotiator.
- Directs the personnel process related to hiring, retention, promotion, demotion, and dismissal.
- Provides counseling and assistance in the resolution of grievances or other job-related difficulties of county office employees.
- Maintains complete and current personnel records of all employees of the County Office of Education.
- Provides supervision to the Human Resources Department managers.
- Provides technical expertise, information, and assistance to the Superintendent regarding issues and assigned functions.
- Coordinates and chairs the Labor Law Consortium for Solano County.
- Responsible for certificated and classified layoff procedures, non-reemployment, leaves, and termination.
- Directs the coordination of student teaching programs for SCOE.
- Plans, organizes, coordinates, and maintains the ongoing operations of the Solano County Instructional Leadership and Clear Administrative Credential Programs in alignment with California Commission on Teacher Credentialing (CTC) standards.
- Works collaboratively with SCOE programs in the selection of support providers and trainers for Educator Development programs to ensure quality and consistency.
- Directs the planning and implementation of action plans and induction programs for SCOE employees who are in various stages of earning their clear credentials. This would include, but not be limited to the following credential stages: Intern, Preliminary, Short- Term Staff Permits, Provisional Internship Permit, Waivers etc.

- Works with districts to develop action plans that address improvement of Educator Effectiveness.
- Works to write and secure grants for local, state, and federal funding related to Educator Effectiveness.
- Coordinates compliance with the requirements of Title IX, and educational equity for SCOE.
- Plans, organizes, coordinates, and facilitates professional development workshops, trainings, and presentations to teachers and administrators related to Educator Effectiveness.
- Supports the development and monitoring of the SCOE Local Education Agency Plan (LEAP), Local Control Accountability Plan (LCAP) with a focus on Educator Effectiveness.
- Participates as a member of the Superintendent’s Cabinet in the overall planning and direction of the Solano County Office of Education.
- Represents the Superintendent at local, regional, and state agencies, and makes presentations as necessary.

**MARGINAL DUTIES**

Performs related duties as assigned by the County Superintendent.

**SUPERVISION RECEIVED**

Very limited and general supervision. Directly responsible to the County Superintendent.

**SUPERVISION EXERCISED**

Supervision of department level managers.

**PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (15%)                      Walking (25%)                      Sitting (60%)

Body Movement (Frequency):

None (0)      Limited (1)      Occasional (2) Frequent (3)      Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (2)                      Bending (2)

Pushing and/or  
pulling Loads (1)

Reaching  
overhead (1)

Kneeling or  
squatting (1)

Climbing Stairs (2)

Climbing Ladders (1)