

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES AND TEACHER/ADMINISTRATOR DEVELOPMENT**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, plan, organize, control and direct County Office-wide human resources operations and supervise and direct the Teacher/Administrator Development programs, including Teacher Induction, Teacher Residency, Preliminary Administrative Services Credential and Administrative Credential Tier II Programs as well as any additional credential programs that may be offered by SMCOE. Human resources activities will include those related to labor negotiations; providing leadership to County Office operations, as well as activities regarding staff discipline, grievances, employee benefits and the recruitment, screening, selection, processing, credentialing and compensation of certificated personnel; coordinating and directing communications, information and personnel to meet County Office and school district needs related to personnel. Teacher/Administrator Development activities will include supervising, coordinating, and providing professional development to the certificated staff directing the credential programs as well as planning and organizing the SMCOE Teacher Pipeline Initiative.

#### **ESSENTIAL DUTIES:**

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

- Coordinate and direct communications, information and personnel to meet County Office and school district needs, related to human resources.
- Direct the development and implementation of Human Resources programs.
- Direct collective bargaining activities for classified and certificated bargaining units; serve as chief negotiator with representatives of County Office bargaining units.
- Provide consultation and technical expertise to administrators, staff, school districts and others concerning certificated human resources and other assigned functions.
- Plan, and direct strategic planning functions for certificated personnel; monitor, evaluate and determine certificated staffing needs; direct recruitment and hiring of job applicants.
- Investigate, resolve and provide recommendations concerning grievances, employee disciplinary matters, complaints and other staff relations issues and conflicts.
- Provide vision, direction, and coordination for the Teacher/Administrator Development programs.
- Ensure that all CTC requirements are met in the Teacher Induction, Teacher Residency, Preliminary Administrative Services Credential and Administrative Credential Tier II Programs.
- Coordinate and direct the Classified Employee Teacher Credential Grant Program and interface with applicable university partners.
- Supervise and evaluate certificated personnel in the Teacher/Administrator Development programs.
- Serve as a member of the Superintendent's Cabinet; provide information and assistance

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to the Superintendent regarding Human Resources issues, needs, operations and activities.

- Develop and prepare the annual preliminary budget for certificated human resources, teacher/administrator development, and other assigned functions.
- Supervise and evaluate the performance of assigned personnel; coordinate subordinates' work assignments and review work to assure compliance with established standards and requirements.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Planning, organization and direction of human resources operations and activities related to labor negotiations, discipline, grievances, employee benefits; and the recruitment, screening, selection, processing, credentialing and compensation of certificated personnel.
- Principles, techniques, guidelines and strategies of labor relations and collective bargaining.
- Methods, procedures and terminology used in benefits administration, credentialing and payroll processing.
- State credential requirements and procedures.
- Principles, techniques and procedures involved in the recruitment and selection of certificated staff.
- Practices, procedures and policies involved in the investigation of grievances, employee disciplinary matters, complaints and other staff relations issues and conflicts.
- Operations, policies and objectives relating to certificated human resources activities.
- Teacher and Administrator Credential programs including standards, curriculum and instruction, mentoring and program oversight.
- Standards for credential programs that meet California Commission on Teacher Credentialing requirements. (ability to write and monitor)
- Adult learning theory.
- County Office organization, operations, policies and objectives.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.

#### **ABILITY TO:**

- Communicate effectively, orally and in writing.
- Collaborate successfully with diverse groups.

- Work effectively as part of a team.
- Exercise sound and independent judgment.
- Handle conflict productively.
- Analyze situations and adopt an effective course of action.
- Plan and lead group meetings and collaborative decision processes.
- Establish and maintain collaborative and effective working relationships with a wide variety of individuals and interest groups.
- Supervise, evaluate and develop staff.

#### **EDUCATION AND EXPERIENCE:**

- Any combination of education and experience equivalent to a Master's degree in human resources, education or related field;
- Seven (7) years' experience in a certificated administrative capacity involving significant human resources experience that includes work with certificated personnel functions, labor negotiations, and teacher/administrator professional development and credentialing programs.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential  
Valid California driver's license

#### **WORKING CONDITIONS:**

- Indoor office environment
- Driving a vehicle to conduct work

#### **PHYSICAL DEMANDS OF THE JOB:**

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.