

**SAN MATEO COUNTY OFFICE OF EDUCATION
ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES**

JOB SUMMARY:

Under the direction of the Superintendent, the Associate Superintendent, Human Resources, plans, organizes, manages, and directs the County Office operations and activities of the Human Resources department as part of the Superintendent's Office; coordinates and directs department communications, goals, support services, programs, resources, and information to meet County Office and school district needs; supervises and evaluates the performance of assigned personnel; plans and implements training and professional development for both certificated and classified employees.

The Associate Superintendent, Human Resources provides leadership and implements the San Mateo County Office of Education (SMCOE) vision for excellence and equity in education through its support of Human Resources activities. As a Cabinet level leader, the Associate Superintendent communicates strategic goals within a culture of high expectations for all students, is deeply committed to equity, demonstrates excellent judgment and thoughtful decision-making, takes initiative, and develops trusted and sustainable relationships with district, community, and statewide partners. The Associate Superintendent has a clear understanding of the specific needs of San Mateo county's 23 school districts and helps implement personalized approaches to achieving locally identified goals.

ESSENTIAL DUTIES:

- Serve as a member of the Superintendent's Cabinet and contribute to shared leadership decisions regarding SMCOE resources, priorities, program opportunities, and strategies to enhance programming and services across the organization
- Operate all activities related to labor negotiations, employee grievances, employee supervision, evaluation, and professional growth, employee benefits, and formal discipline processes as necessary
- Direct collective bargaining activities for classified and certificated bargaining units, and serve as chief negotiator with representatives of County Office bargaining units
- Lead recruitment, screening, selection, processing, credentialing, and compensation of certificated personnel
- Coordinate and direct department communications, goals, support services, programs, resources and information to meet County Office and school district needs
- Provide consultation and technical expertise to administrators, staff, school districts, and others concerning certificated human resources and other assigned functions
- Coordinate and direct the Classified Employee Teacher Credential Grant Program and other alternative teacher credential programs and interface with applicable university partners
- Research, plan, and implement innovative programs that result in a highly qualified and diverse workforce such as intern programs and support innovative approaches to credentialing including efforts that strengthen the bridge from Preschool to 3rd grade
- Plan and implement onboarding activities and coordinated support for certificated, classified, and management employees
- Develop and prepare the annual preliminary budget for certificated human resources and other assigned functions

- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate work assignments and review work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements
- Supervise and evaluate the performance of assigned personnel, coordinate staff work assignments, and review work to assure compliance with established standards and requirements
- Provide consultation and technical expertise to personnel, administrators, school districts, schools, outside agencies and others concerning Human Resources goals, programs, and services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, projects, plans, strategies, objectives, issues, principles, practices, techniques, laws, codes, regulations, initiatives, policies, and procedures
- Monitor and analyze Human Resources operations and services for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning needs; direct the research, development, and implementation of programs, policies, and procedures to enhance the educational and financial effectiveness and operational efficiency of the organization
- Maintain current knowledge of educational trends, innovations, and practices, and local, state, and federal programs, laws, codes, regulations, and pending legislature; direct the modification of programs, functions, policies, and procedures to meet local, state, and federal requirements as appropriate
- Direct and participate in the preparation and maintenance of records, reports, and files related to projects, accountability, compliance, budgets, strategic planning, schools, budgets, personnel, meetings, mileage, meetings, contracts, attendance, and assigned activities; prepare special reports for the County Board; assure mandated reports are submitted in accordance with established time lines and requirements
- Communicate with administrators, personnel, and outside agencies to exchange information, coordinate activities and programs, and resolve issues or concerns; establish and maintain partnerships with outside agencies to build community relationships, enhance resources and support for services
- Coordinate, attend, and conduct a variety of meetings and committees; present materials and information concerning organizational programs, services, operations and activities; represent the Division and County Office at local, regional and state meetings, conferences, boards, seminars, and special events
- Perform related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, and direction of Human Resources operations and activities related to labor negotiations, grievances, employee benefits, and employee discipline as necessary
- Planning, organization, and direction of Human Resources operations and activities related to 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, including building and sustaining a diverse workforce
- 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 Resource activities
- Standards for credential programs that meet California Commission on Teacher Credentialing requirements (ability to write and mentor)
- 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

SKILLS AND ABILITY TO:

- Communicate effectively orally and in writing
- Collaborate successfully with diverse groups
- Participate in and provide leadership to statewide professional organizations including through the California County Superintendents Education Association (CCSESA) and the California Commission on Teacher Credentialing (CTC)
- Work effectively as part of a team
- Exercise sound and independent judgment
- Manage conflict positively and 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 and evaluate the performance of assigned personnel
- Operate a computer and assigned office equipment
- Meet schedules and time lines

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential
- Valid California driver's license

WORKING CONDITIONS:

- Indoor office environment
- Drive a vehicle to conduct work

PHYSICAL DEMANDS:

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