



## CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT - PERSONNEL

#### DIRECTLY RESPONSIBLE TO

Superintendent and Personnel Commission

#### PRIMARY FUNCTION

Under the direction of the Superintendent, is primarily responsible for the organization and administration of all certificated and classified personnel services. Under the direction of the Personnel Commission, supervise the Personnel Director in the organization and administration of the Merit System.

#### AREAS OF RESPONSIBILITY

- Responsible for the planning of programs to meet all District-wide certificated and classified personnel needs.
- Coordinates the recruitment, selection, assignment, transfer, promotion and termination of all District employees.
- Plans and coordinates a program of performance evaluation of all District employees.
- Administers the maintenance of all personnel records including applications, test results, assignments, service records, salary and credential information, position descriptions, evaluation reports, leave and benefits.
- Performs job analyses to determine appropriate job content and monitors the staffing patterns and ratios within the District.
- Administers the District's substitute program including recruitment, selection, assignment, evaluation and termination.
- Responsible for the design and administration of job-related selection instruments, including written tests, interviews, supplemental applications and related performance examinations.
- Plans and administers, in conjunction with the payroll department, the District's fringe benefits program, including leaves, medical and dental benefits, retirement, unemployment compensation, and workers' compensation.
- Conducts surveys related to salaries, fringe benefits, staffing patterns and working conditions.
- Recommends to the Superintendent all policies, and non-Personnel Commission rules and regulations for the District's program of personnel administration.
- Coordinates recruitment and selection activities with the affirmative action advisory committee and affirmative action officer.
- Investigates employee complaints and grievances and recommends correction actions.
- Counsels employees and job applicants on all matters related to working conditions, benefits, job requirements, and related aspects of the District's program of personnel administration.
- Responsible for the administration of all employee layoffs.
- Prepares and recommends the annual budget for non-Personnel Commission personnel operations to the Superintendent.
- Hires, trains, supervises, and evaluates all employees in the District's personnel office, except those assigned directly to the Personnel Commission.
- Serves as a member of the Superintendent's executive cabinet and the District's management team.
- Prepares all agenda items related to Personnel for Governing Board meetings.
- Performs all other related duties as assigned by the Superintendent and/or Personnel Commission.

#### JOB REQUIREMENTS

- Teaching experience

- Three years of administrative experience in school personnel management; related experience may be substituted.
- Possession of a Master's degree in some field of administration, preferably school personnel management, is highly desirable.
- Administrative credential.
- Knowledge of, and commitment to, Merit System principles.
- Understanding and commitment toward affirmative action is essential.

### IMMEDIATE SUBORDINATES

Personnel Department staff members

### SALARY

In accordance with the Cabinet Members' Salary Schedule