JOB DESCRIPTION
San Leandro Unified School District

Assistant Superintendent – Administrative Services

Purpose Statement

The job of Assistant Superintendent – Administrative Services is done for the purpose/s of managing the overall delivery of district programs and services including those in the personnel department and the family and the student services department; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the Superintendent's Cabinet.

This job reports to Superintendent

Essential Functions

- Administers a wide variety of complex federal, state, and local compliance and labor codes/regulations (e.g. labor and employment contracts, compensation schedules, etc.) for the purpose of ensuring compliance with all regulatory requirements.
- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; developing long and short term plans; and addressing organizational objectives.
- Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Develops and prepares a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, forms, analyses, recommendations, reports, termination or RIF letters, memos, transfer system procedures, website, etc.) for the purpose of implementing and maintaining services and/or programs.
- Develops staffing and compensation models for the purpose of meeting district staffing requirements while complying with regulatory requirements.
- Manages human resources programs and related departments (e.g. certificated posting process, new employee orientation, unemployment claims, grievances and/or complaints from employees, personnel record keeping procedures, etc.) for the purpose of achieving organizational objectives while complying with established requirements and operational practices.
- Manages student and family support services programs and related departments (e.g. attendance, expulsions, student discipline, etc.) and/or department activities for the purpose of achieving organizational objectives while complying with established requirements and operational practices.

- Negotiates contracts and agreements (e.g. bargaining groups, employee interest groups, etc.) for the purpose of achieving outcomes consistent with the district's long and short range goals.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. labor relations, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, salary setting, job classifications, disciplining, terminations, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Presents information on a wide variety of topics (e.g. labor laws, attendance laws, staffing needs, impact of budget cuts, student discipline laws, recruitment, evaluation models, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the personnel and student services needs of the district.
- Recruits candidates for classified, certificated and management job openings for the purpose of filling vacant positions within the district.
- Researches a wide variety of topics related to employment and student services for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.
- Responds to a wide variety of inquiries from internal and external sources (e.g. district personnel, government agencies, governing board, staffing conflicts in policies and regulations, community concerns, etc.) for the purpose of identifying relevant issues and recommending or implementing action plans.
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze

situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws; human resource processes and procedures; education code; theory of collective bargaining and contract administration; and compensation theory.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience — Job related experience within a specialized field with increasing levels of responsibility is required.

Education — Masters degree in job-related area.

Equivalency

Required Testing	Certificates
Pre-Employment Proficiency Test	
Continuing Educ./Training	**Clearances**
BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.	Criminal Justice Fingerprint/Background Clearance TB Screen

Maintains Certificates and/or Licenses	Valid CA State Driver's License & Evidence of Insurability

FLSA Status	Approval Date	Salary Range
Exempt	Pending: 6/11/19	Assistant Supt Salary Schedule