

Solano County
Office of Education

JOB TITLE: Assistant Superintendent, Human Resources and Educator Effectiveness

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Superintendent, serves as the administrator responsible for organizational development with 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.

Provides leadership and coordination of the Solano County Office of Education (SCOE) Educator Effectiveness Programs. Provides leadership and technical assistance to districts/schools in areas related to district Educator Effectiveness 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 DUTIES

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

Directs the facilitation of the Annual Employee Service Awards.

Responsible for public information requests regarding employee compensation.

Responsible to recruit and retain 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 on all employees of the County Office of Education.

Provides supervision to the Human Resources Department managers.

Provide 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 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 or Level 1, Short-Term Staff Permits, Provisional Internship Permit, 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.

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%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
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Lifting – lbs. (0-40)	Lifting (2)	Bending (2)
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Pushing and/or	Reaching	Kneeling or
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Pulling Loads (1)	Overhead (1)	Squatting (1)
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Climbing Stairs (2)	Climbing Ladders (1)
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