

# CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

## Job Description

**TITLE:** Assistant Superintendent, Diversity, Equity, and Inclusion

**REPORTS TO:** Superintendent

**SALARY:** Placement on Assistant Superintendent Salary Schedule

**WORK YEAR:** Twelve Months (Multi-Year Contract)

### A. DESCRIPTION OF POSITION:

Under the direction of the Superintendent, the Assistant Superintendent, Diversity, Equity, and Inclusion (DE&I) directs and supervises the personnel functions of recruitment, hiring, discipline, evaluation, staff development, and employee/employer relations; Serves as the District's senior official for interpretation of compliance with the Education Code and all other pertinent laws and regulations; Serves as the District's senior official for Diversity, Equity, and Inclusion.

### B. EDUCATION AND EXPERIENCE:

#### Minimum:

- 1) Possession of a valid California clear Multiple or Single Subject Teaching Credential
- 2) Possession of a valid California Administrative Credential
- 3) At least 4 years of K-12 teaching experience
- 4) At least 4 years of K-12 administrative experience
- 5) Experience working in diverse and multi-ethnic communities
- 6) Master's degree

#### Desirable:

- 1) Experience in human resources practices and procedures
- 2) Experience with collective bargaining and employee organization relations
- 3) Experience as a high school teacher
- 4) Experience as a high school site administrator
- 5) Experience with diversity, equity, and inclusion programs
- 6) Ability to work respectfully and effectively with employees at all levels
- 7) Bilingual (Spanish/English)
- 8) Doctorate degree

### **C. KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Recruitment, selection, assignment, allocation, compensation, and evaluation of certificated and classified personnel
- 2) Employer/employee relations, certificated and classified negotiations, and contract administration
- 3) Legislation, legal mandates, regulations, and guidelines pertaining to certificated and classified personnel which may affect the District programs, functions, and activities
- 4) Merit System principles and practices
- 5) Principles, practices, trends, goals, and objectives of public education
- 6) Philosophical, educational, fiscal, and legal aspects affecting school districts
- 7) Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques
- 8) Principles, practices, trends, goals, and objectives in support of diversity, equity, and inclusion

### **D. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1) Serves as an advisor to the superintendent and District personnel pertaining to Human Resources management, staff development, employee compliance issues, and employer/employee relations problems, issues, and concerns
- 2) Directs and supervises the recruitment, selection, assignment, allocation, compensation, and evaluation of certificated and classified personnel
- 3) Administers the Human Resources Division and coordinates personnel functions with schools and departments
- 4) Serves on the negotiations team and supervises employer/employee relations, certificated and classified negotiations, and contract administration
- 5) Coordinates the grievance process for certificated and classified employees
- 6) Develops and maintains an effective salary and benefits program for all employees
- 7) Plans, organizes, develops, and recommends Human Resources policies and regulation statements and operations procedures and guidelines
- 8) Reviews, analyzes, and evaluates pending legislation, legal mandates, regulations and guidelines which may affect the District programs, functions, and activities
- 9) Plans, develops, and implements audit and evaluation procedures to ensure that the Human Resources processes and procedures are pursued in a cost effective and beneficial manner and are compliant with State and Federal laws
- 10) Plans, organizes, and administers a variety of research and development activities
- 11) Plans, organizes, implements, and maintains the District employee compliance programs
- 12) Plans, organizes, implements, and maintains the District Diversity, Equity, and Inclusion programs
- 13) Conducts investigations related to District and employee matters
- 14) Provides staff development to administrators, certificated and classified personnel
- 15) Maintains the Districts employee records system
- 16) Maintains liaison with local, state, and federal agencies, universities, and professional associations in personnel administration, management development, and organizational effectiveness
- 17) Other related duties, as assigned