

## **ANTIOCH UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ASSOCIATE SUPERINTENDENT-HUMAN RESOURCES**

#### **About Antioch Unified School District**

Antioch Unified School District (AUSD) serves a richly diverse student population across East Contra Costa County. Our mission is to provide a comprehensive education to all students that prepares them for college, career, and life. We are committed to creating inclusive and equitable learning environments where all students and staff thrive. AUSD values collaboration, innovation, and integrity, and we aim to recruit leaders who reflect and advance our goals of educational equity, continuous improvement, and social-emotional well-being. The District actively seeks an HR leader who champions diversity, supports instructional excellence, and fosters a professional culture that promotes talent development and growth.

#### **Position Overview:**

Under the direction of the Superintendent, the Associate Superintendent provides strategic leadership and oversight of all aspects of Human Resources. This executive-level role is responsible for developing and executing equitable HR systems that support the District's mission and priorities, with a focus on recruiting and retaining high-quality staff, advancing talent development, improving instruction through strong workforce support, and fostering a culture of professional growth. The Associate Superintendent leads the Division in delivering responsive, innovative, and compliant Human Resources services across all employee groups.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, and oversee Human Resources operations that align with District values of educational equity, outstanding student achievement, and continuous improvement. Direct activities including recruitment, retention, employee services, credentialing, evaluation, and labor relations to ensure Human Resource systems are equitable, effective, and supportive of staff excellence. Ensure employee record-keeping, health and welfare benefits, Worker's Compensation, collective bargaining negotiation, policy development, contract administration, correspond with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate Division operations with other departments to ensure seamless Human Resources services that support strong instruction and inclusive work environments. Promote systems that improve service delivery, resolve personnel issues in a timely, equitable manner, and contribute to districtwide goals.-

Lead and support HR staff through coaching, supervision, and professional development. Ensure staff understand expectations and engage in a culture of accountability, equity, and service. Oversee evaluation systems that are transparent and focused on growth.

## **Associate Superintendent-Human Resources**

Serve as the District's lead negotiator in labor relations, ensuring bargaining practices are transparent, collaborative, and aligned to fiscal responsibility and workforce equity. Oversee implementation of agreements while maintaining confidentiality and trust.

Advise the Superintendent on Human Resources issues, policies, and legal matters. Collaborate on policy development and goal setting that ensures the Human Resources Division supports the District's strategic direction.

Use data to evaluate and improve Human Resources systems for efficiency and impact. Lead strategic planning for the Division with a focus on equity, student outcomes, and workforce sustainability. Monitor and analyze Human Resources operations and activities for financial and educational effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures, practices, rules, regulations and programs to enhance the financial and educational effectiveness and operational efficiency of Human Resources operations and activities; provide appropriate annual planning for the Human Resources Division.

Direct and participate in the preparation and maintenance of a variety of manual and automated personnel records, reports and files related to employees, applicants, collective bargaining, policies, plans, diversity, evaluations, contracts and assigned activities. Ensure effective record-keeping and data management systems that support compliance, transparency, and informed decision-making.

Support administrators and staff with timely, knowledgeable Human Resources guidance on employment matters, ensuring clarity, compliance, and alignment with best practices and district values.

Oversee strategic workforce planning to ensure staffing structures support instructional needs and student success.

Lead fair and thorough processes to resolve employee relations issues. Promote systems of support and accountability that reflect restorative principles and equitable practice.

Manage the Division's budget with strategic resource alignment and fiscal responsibility.

Coordinate with key stakeholders on personnel budgeting processes, ensuring alignment to staffing priorities and compliance requirements.

Direct the development, conducting and implementation classification and salary studies; analyze related information and statistical data; develop and maintain classification and staff allocation standards; assure proper salary placement of District employees.

Maintain current knowledge of laws, codes, regulations and pending legislature related to Human Resources activities; direct the modification of programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

## **Associate Superintendent-Human Resources**

Communicate with administrators, personnel, outside organization and the public to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning Human Resources operations, activities, needs and issues.

Perform the duties and responsibilities of the District's chief administrative office in the absence of the Superintendent as directed.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Planning, organization and direction of Human Resources operations and activities including recruitment, selection, compensation, employee record-keeping, collective bargaining negotiation, policy development, contract administration, credentialing, employee evaluation and labor relations.
- State and federal standards and requirements concerning personnel administration including equal employment opportunity, Title IX, and the Education Code.
- Bargaining unit contracts, contract negotiation, employee benefit packages and salary schedules.
- Strategic human resources leadership and systems thinking
- Best practices in equity-centered Human Resource policies, including talent acquisition and development
- Principles, techniques, and legal frameworks of labor relations and collective bargaining
- Organizational development, performance management, and professional learning systems
- Local, state, and federal employment laws including EEOC, ADA, and the California Education Code
- Budget planning and resource management
- Effective communication, conflict resolution, and stakeholder engagement strategies
- Technology systems used in human capital and Human Resource management

Ability to:

- Plan, organize, control and direct Division operations and activities including recruitment, selection, compensation, employee record-keeping, collective bargaining negotiation, policy development, contract administration, credentialing, employee evaluation and labor relations functions.

## **Associate Superintendent-Human Resources**

- Lead a complex Human Resource operation through an equity lens
- Develop, implement, and evaluate Human Resource strategies that support school and student success
- Collaborate effectively with diverse stakeholders across school and community contexts
- Interpret and apply laws, regulations, policies, and procedures with integrity and accuracy
- Communicate clearly and effectively in both oral and written form
- Build the capacity of staff through mentoring, training, and performance management
- Manage multiple priorities and adapt to changing organizational needs
- Use data to drive decisions and measure the impact of Human Resource initiatives

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, prefer graduate study work in human resources, public administration or related field and five years increasingly responsible human resources experience including work with certificated personnel functions and labor negotiations, and three years in an administrative capacity at the K-12 level.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid Administrative Services Credential.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.