



Associate Superintendent, Human Resources (0997) Superintendent's Office

Job Class: 0997 Associate Superintendent

Salary Range: \$208,107.26 - \$295,991.10/annually commensurate with experience in a similar position

Appointment Type: Permanent Exempt (PEX) (what does [this mean?](#))

Length of Appointment: By Contract

Calendar: Full Time / Full Year

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 50,000 students who speak more than 44 documented languages across 121 schools in the city of San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#). Every day in our quest to achieve this mission we provide each and every student the quality instruction and equitable support required to thrive in the 21st century.

What It Means to Work Here

The SFUSD community is unified by our [Core Values](#):

- Student-centered: We put students' needs first
- Fearless: We persist through challenges
- United: We celebrate and build on each other's strengths
- Social Justice: We stand with those most vulnerable in our community
- Diversity-driven: We respect and seek to understand each person

Who We Want

The **Associate Superintendent, Human Resources** provides executive leadership for the District's human capital strategy, overseeing recruitment, staffing, labor relations, classification and compensation, and HR systems in alignment with our board-approved, five-year, student outcomes-focused [Vision, Values, Goals, and Guardrails](#). This position is responsible for ensuring that nearly 9,000 employees are effectively recruited, hired, supported, developed, and retained in alignment with district priorities, Board policies, collective bargaining agreements, and applicable law.

Reporting directly to the Superintendent, the Associate Superintendent serves as a member of the Superintendent's Cabinet and advises on districtwide workforce strategy, organizational effectiveness, and change management in service of the best outcomes for students.

As with other senior district leaders, the Associate Superintendent of HR will work in person from the district headquarters in San Francisco's Civic Center daily, traveling to other sites as needed.

Essential Duties

The duties specified below are representative of the range of duties assigned to the job code/class and are not intended to be an inclusive or exhaustive list.

Human Resources Systems and Compliance

- Provide executive oversight of all human resources functions, including staffing, labor relations, classification and compensation, leave administration, disability compliance, and evaluation

Associate Superintendent, Human Resources (0997)

Superintendent's Office

- Ensure compliance with Board policy, collective bargaining agreements, California Education Code, Civil Service rules, and state and federal labor laws
- Oversee the development and maintenance of HR systems and data infrastructure to ensure accuracy, security, and integration with other district systems
- Maintain the District's classification plan and compensation structures; recommend changes to the Superintendent, Executive Cabinet, and Board of Education

Leadership and Strategy

- Serve as a strategic advisor to the Superintendent and Executive Cabinet on workforce planning, labor strategy, and organizational effectiveness
- Promote an equitable, inclusive, and professional work environment across the district
- Champion ongoing district-wide change management efforts related to HR systems, processes, and culture
- Supervise and evaluate executive HR leadership staff; build a cohesive and high-performing HR leadership team that applies an equity lens to all HR policies, practices, and decision-making
- Develop and manage the Human Resources Department budget; monitor expenditures and staffing allocations
- Establish performance metrics and monitor outcomes across all HR functions

Staffing and Talent Management

- Lead district-wide staffing strategy, including projections, recruitment, hiring, onboarding, and retention\
- Strengthen customer service standards and internal communication across HR operations\
- Oversee recruitment strategies to ensure timely staffing of schools, including hard-to-staff positions and sites with historically high turnover
- Collaborate with Educational Services and Business Services to align staffing, budgeting, and operational needs

The ideal candidate will have, and be able to demonstrate:

- Extensive knowledge of public-sector human resources and labor relations
- Demonstrated experience working in a multi-union environment
- Strong leadership, management, and change management skills
- Ability to analyze complex data and systems to inform decision-making
- Strong written and verbal communication skills, including Board-level presentations
- Ability to work effectively in high-pressure, confidential, and politically complex environments

Minimum Qualifications

- Bachelor's degree (B.A. / B.S.) from an accredited college or university in human resources, education, public administration or policy, or a related field; advanced degree preferred
- Five (5) years of leadership experience in a public school district, with at least four years of verifiable experience in human resources, labor relations, or supervising schools

What We Offer

SFUSD offers a competitive salary of \$208,107.26 - \$295,991.10/annually commensurate with experience. Additionally, we offer a comprehensive [benefits](#) plan, including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options, and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

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- Visit <https://jobs.sfusd.edu/> and create a new account to begin your application.
- Visit careers.sf.gov and begin the application process.
- You will be prompted to electronically attach a letter of interest, resume, list of professional references and any applicable credentials or licenses
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>.

Note: *Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification from this and future job opportunities with the San Francisco Unified School District.*

District Nondiscrimination Statement:

San Francisco Unified School District prohibits discrimination, harassment, intimidation, sexual harassment and bullying based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment.

For more information about the District's non-discrimination policy, please review [Board Policy 4030](#).

Title IX Nondiscrimination Statement and Grievance Procedures:

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

District Title IX Coordinator:

Eva Kellogg
Office of Equity
555 Franklin Street, 3rd Floor, San Francisco, CA, 94102
415-355-7334 or equity@sfusd.edu

For more information on the District's Sexual Harassment policy and grievance procedures, please review [Board Policy 4034](#).

Title IX Nondiscrimination Statement and Grievance Procedures:

Any person may report discrimination on the basis of a physical or mental disability (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute discrimination on the basis of a physical or mental disability), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Section 504 Coordinator.

District Section 504 Coordinator:

Alicia Rodriguez
1515 Quintara St., San Francisco, CA, 94116
(415) 242-2615 or rodriguez@sfusd.edu