



ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

LAKE WASHINGTON SCHOOL DISTRICT

SUMMARY:

The Assistant Superintendent of Human Resources provides executive level leadership to oversee the implementation of a service based and comprehensive Human Resources Department. The Assistant Superintendent plans, organizes, leads, and manages all aspects of the operation of the Department. This department includes labor relations, labor negotiations, staff recruitment, onboarding, certificated personnel, classified personnel, staff, leave provisions, screening, interview management and support, and personnel data management. The Assistant Superintendent will ensure compliance with all relevant legal and contractual requirements; providing excellent advisement to the Superintendent on issues related to Human Resource and Personnel management. The Assistant Superintendent successfully leads initiatives in alignment with the Strategic Plan's focus on Excellent Staff. This Cabinet-level position reports directly to the Superintendent and is accountable for the overall success of the Human Resources division in accomplishing strategic goals. The Assistant Superintendent assists the Superintendent in achieving district objectives and key performance indicators, ensuring alignment with law, policy, and priorities established by the Board of Directors.

SALARY: 2020-21 Salary \$196,703 (pending Board approval) per year, 261 days. This is an exempt position. Full benefit package available.

ESSENTIAL JOB FUNCTIONS:

- Participates as a productive member of the Superintendent's Executive Cabinet, Central Leadership Team and the District Leadership Team.
- Articulates a vision for the development and maintenance of a world class Human Resources department that serves as a resource for current, future, and former LWSD staff.
- Leads with a commitment to fair and equitable employment outcomes for all positions and provides leadership that results in attracting and retaining a highly qualified, diverse staff.
- Develops and maintains a collaborative working relationship with the various employee groups and addresses emergent issues at the earliest stage.
- Establishes a department climate focused on service and support for future, current, and former employees.
- Provides executive level leadership and assumes responsibility for accomplishing strategic work of the department.
- Ensures compliance with relevant laws and contracts.
- Ensures the legal and appropriate filing of records pertaining to employees.
- Maintains the highest level of confidentiality with respect to personnel matters, and sets a tone for others so that a culture of respect and discretion is fostered throughout the organization.
- Directs investigations to be taken when appropriate, and ensures concerns and complaints are treated appropriately and efficaciously. Ensures resolutions of complaints are timely, and ensures disciplinary actions are implemented in a fair and consistent manner.
- Ensures compliance and execution of district's Anti-Harassment policy and procedure.
- Oversees the implementation of PK-12 staffing.
- Directs the District's compensation and classification systems.
- Provides leadership for labor relations and contract negotiations.
- Ability to evaluate department performance and create an action plan for continuous improvement.
- Supports the leadership of performance evaluation processes.
- Implements systems for communicating requirements of all relevant policies.
- Develops a uniform system to respond to complaints and charges in accordance with the law, district policy and

- contract requirements.
- Leads the collaboration between departments to ensure clear and consistent decisions.
- Provides leadership to ensure equity of opportunity for applicants and employees.
- Analyzes and develops plans to address issues of liability related to staff working conditions.
- Visits staff work locations to engage with staff and to observe employee performance, school culture and climate, and workforce engagement.
- Prepares and presents materials for the Superintendent and Board of Directors.
- Assists the Superintendent in the selection and appraisal of senior staff, and provides advice regarding administrative assignments and reassignments.
- Plans for short- and long-term department needs.
- Maintains clear communications and good working relationships with constituents.
- Maintains knowledge of appropriate human resources/personnel management issues and/or legislation affecting areas of responsibility.
- Acts as a resource to keep appropriate staff aware of pending legislation that could affect the district; and provide testimony and/or solicit research when appropriate.
- Assures the effective and professional operations of the department by developing and implementing sound policies, procedures and regulations. Recommends new and/or updated policies in areas of responsibility.
- Performs related duties consistent with the scope and intent of the position as assigned.
- Assures the financial well-being of the department by performing cost control activities and monitoring all fiscal operations of the department. Assures the efficient and prudent use of department funds, human resources, materials, facilities and time.
- Performs other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- Demonstrated leadership that ensures the values of collaboration, safe & healthy work environments, and inclusive schools/departments are visible in all interactions, work products and leadership activities.
- Demonstrated knowledge and skills managing positive labor relations with multiple unions.
- Demonstrated knowledge and skills related to contract negotiations.
- Demonstrated leadership related to employee rights & responsibilities including regulations governing discipline, harassment, intimidation and bullying, sexual harassment, and other legal issues.
- Demonstrated ability to develop a vision for a department by analyzing, planning, and implementing change.
- Demonstrated ability to effectively plan for appropriate communication to multiple interest groups and stakeholders.
- Knowledge of effective methods of program development, implementation and evaluation of methods, practices and techniques.
- Knowledge of effective staffing models for large PK-12 school systems.
- Knowledge of Interest Based Problem Solving methods and strategies.
- Ability to communicate effectively both verbally and in writing.
- Ability to effectively prepare and present visual materials.
- Ability to effectively present and speak publicly.
- Ability to think strategically and creatively problem solve.
- Ability to organize, plan and execute within timelines.
- Ability to organize and coordinate workload.
- Ability to learn and operate a variety of software programs.
- Ability to work well under pressure and use sound judgment, including appropriate handling of confidential matters.
- Ability to analyze complex situations and synthesize diverse information.
- Ability to both take direction and provide guidance and direction to staff and promote a team environment.
- Ability to facilitate and promote collaborative decision-making and/or make effective independent decisions when situation requires.
- Ability to establish and maintain effective working relationships with a variety of others both within and outside of the district.
- Ability to facilitate conflict resolution.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Doctoral degree preferred/Master's degree required.
- 3+ years experience working in Human Resources administration preferred.
- 5+ years experience in district level leadership which provides the applicant with the knowledge, skills, and ability to perform the work.
- Washington State Superintendent Credential preferred.

WORKING ENVIRONMENT:

Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed indoors under minimal temperature changes and a generally hazard free environment. The usual and customary methods of performing the functions of this job require the following physical demands, including frequent bending and keyboarding and occasional lifting, reaching, carrying, walking, pushing and/or pulling.

Note:

Recruitment and application review supported by Human Capital Enterprises.

Immigration Reform and Control Act Requirement:

All new employees are required by law to submit documentation to Human Resources proving eligibility to work in the USA by completing an employment eligibility form within three days of employment.

Applicant Disclosure Statement:

Pursuant to Chapter 486, Laws of 1987, all applicants must complete the disclosure form provided by Human Resources at the time of application.

Background Check on Recommended Candidate:

Human Resources will also make a reference check inquiry on recommended candidates. According to 1992 legislation ESHB 2518, all school employees with regularly scheduled unsupervised access to children are required to have a criminal background check, which includes fingerprints.

Special Requirement:

All district employees are required to attend an HIV/HBV and Educators and Touching presentation or supply evidence of a similar course to Human Resources.

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
(425) 936-1266

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE