

CONTRACTED
MANAGEMENT
VACANCY



SMJUHSD

Santa Maria Joint Union High School District
2560 Skyway Dr.

Santa Maria, California 93455
(805) 922-4573 Ext. 4303 or 4301

www.smjuhsd.org

DATE:

December 17, 2025

POSITION:

[Santa Maria Joint Union High School District](#)

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

STATUS:

Contracted Management

REQUIRED
QUALIFICATIONS:

- Current Valid Secondary Credential
- Current Valid Administrative Credential
- Full Time – High School Administrative Experience – 5 Years Minimum
- Classroom Teaching Experience

DESIRED
QUALIFICATIONS:

Proven ability to successfully plan, lead, and implement school site/district systems/initiatives that have positively impacted student outcomes. Proven ability to collaborate with site, district administration, and other stakeholders. Proven ability to administer, evaluate and collaborate with certificated and classified staff. Successful experience in a multicultural setting.

EFFECTIVE:

July 1, 2026

APP. DEADLINE:

Thursday, January 22, 2026;
(Interviews scheduled for January 28, 2026 & February 2, 2026)

SALARY:

\$223,672 – \$246,598

WORKDAYS:

221 Days

APPLICATION:

Application materials must be submitted online at <https://www.applitrack.com/smjuhsd/onlineapp/>; Cover letter, application, resume, copies of transcripts & credentials and at least three current (less than 1 year old) letters of recommendation.

CONTACT PERSON:

Kevin Platt, Assistant Superintendent of Human Resources
kplatt@smjuhsd.org

JOB DESCRIPTION:

See attached.

Santa Maria Joint Union High School District
ASSISTANT SUPERINTENDENT – HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Superintendent, the Assistant Superintendent of Human Resources provides executive-level leadership for all district personnel programs and functions for certificated and classified employees. The Assistant Superintendent plans, organizes, directs, and monitors the District's comprehensive Human Resources systems, including recruitment and retention, employee relations, labor negotiations, performance management, credentialing, benefits administration, and compliance with all state and federal employment laws. The position provides collaborative leadership that values integrity, service, transparency, and equity; fosters a positive and inclusive work environment; and ensures that Human Resources protocols and practices effectively support student learning and district goals.

REPRESENTATIVE DUTIES:

Leadership, Vision, & Strategic Planning:

Provide district-wide leadership to ensure Human Resources systems, practices, and services align with district goals, legal requirements, and best practices. *E*

Develop and implement short-term and long-range HR plans. *E* Lead efforts that promote workplace culture, wellness, equity, and inclusion. *E*

Serve as a member of the Superintendent's Cabinet and provide support and input to the Superintendent, Curriculum & Instruction, and Business Services Divisions. *E*

Other Duties as assigned. *E*

Human Resources Operations & Compliance:

- Plan and administer HR operations including recruitment, retention, and personnel management. *E*
- Ensure compliance with policies, regulations, and collective bargaining. *E*
- Maintain and monitor position control in collaboration with Business Services. *E*
- Oversee personnel processes and recordkeeping. *E*

Labor & Employee Relations:

- Oversee, train and serve where needed in District negotiations. *E*
- Develop negotiation strategies with District leadership and negotiation teams. *E*
- Provide guidance on labor law and employee relations. *E*
- Foster collaborative relationships with employee associations. *E*

Performance Management:

- Oversee evaluation systems. *E*
- Provide administrator training, coaching and mentoring. *E*
- Lead or assign investigations related to employee conduct. *E*

Benefits & Workers' Compensation:

- Oversee the administration of the benefits programs. *E*
- Oversee the administration of workers' compensation. *E*
- Support employee wellness and leave management. *E*

Recruitment & Workforce Development:

- Lead and train staff in strategic recruitment and retention. *E*
- Oversee the administration of credentialing. *E*
- Build university partnerships. *E*
- Support leadership development. *E*

Communication & Board Relations:

- Communicate effectively with all partners and interest groups. **E**
- Prepare and oversee the preparation of Board items and reports. **E**
- Represent the Superintendent as designee at meetings and events. **E**

KNOWLEDGE OF:

Applicable sections of State Education Code and all relevant federal/state employment and labor laws.
The needs of our student community.
Collective bargaining procedures.
HR administration and leadership.
CAL-OSHA and workers' compensation.
Recruitment, evaluation, and recordkeeping.
Equity-centered practices.
Technology use and practices.
Interpersonal skills including tact, patience, empathy, courtesy, and professionalism.

ABILITY TO:

Lead a comprehensive HR division.
Build collaborative relationships.
Interpret laws, policies, and regulations.
Lead conflict resolution.
Communicate effectively.
Train, supervise and evaluate staff.
Motivate staff to implement planned changes.
Work independently with minimal direction.
Maintain confidentiality with discretion.
Manage deadlines and priorities.

EDUCATION & EXPERIENCE:

Master's degree in education, public administration, HR, or related field (or equivalent) required
Minimum five years successful teaching experience in a public secondary school (or equivalent)
Minimum five years successful administrative experience in a public secondary school/district (or equivalent)
Successful District Office HR experience desirable
Successful experience as a High School Principal is preferred
Successful experience in multicultural environments preferred
Bilingual is preferred

LICENSES & REQUIREMENTS:

Valid Clear California Administrative Credential or equivalent required
Valid Clear California Single Subject/PPS Teaching Credential required (or equivalent)
Valid California Driver's License & Evidence of Insurability.

WORKING CONDITIONS:

Office environment.
Driving a vehicle to conduct work.

12/15/2025

SMJUHSD

Contracted Management (21C)