

## ABOUT THE DISTRICT

The Sweetwater Union High School District, the largest secondary district in the nation, serves over 42,000 students in grades 7-12 in the communities of Bonita, Chula Vista, Imperial Beach, National City, San Ysidro and South San Diego. Approximately 80% of the student body belongs to ethnic minority groups, making the district rich in cultural diversity. The district employs approximately 2,100 classified and 2,900 certificated employees. In addition, hundreds of hourly employees combine to make the district a major employer in the South Bay. The Sweetwater District is large enough to offer opportunities for advancement, yet small enough so that administrators know staff personally.

The district has one junior high school, 10 middle schools, 13 senior high schools, one continuation high school, seven alternative education academies, and four adult school centers.

The Sweetwater District is home to one of the largest and most highly recognized Adult Education Divisions in California. For more than 31,000 adults in the South Bay, Sweetwater's innovative programs offer alternative means to achieve academic and personal success. The Adult Education Program has received the U.S. Secretary of Education's Award for Excellence. This program is recognized as the best adult education program in the state and one of the six best in the nation.

Student achievement is the focus of all district efforts. Regular curriculum review provides challenging and enriching programs for students. The rate of students going on to post-secondary education has doubled in recent years and the number continues to increase.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy 0410*

## AWARDS/RECOGNITION

Schools within the Sweetwater District have earned 21 California Distinguished School Awards from the California Department of Education. Recipients of this exemplary school award are recognized for their strong academic programs, supportive learning environments, and high levels of parent/community involvement. The California School Boards Association has awarded a total of 23 Golden Bell Awards to Sweetwater Schools. Mar Vista, Palomar and Southwest high schools and Southwest Middle School have each been named a National AVID Demonstration School for helping underachieving students improve academically and prepare for college. Sweetwater's Compact for Success program has received a Magna Award from The American School Board Journal.

The Sweetwater Union High School District is an exciting place for students and is a vital part of the South Bay Community.



---

### Board of Trustees

Jim Cartmill ♦ Bertha N. Lòpez ♦ Pearl Quiñones  
Arlie N. Ricasa ♦ Greg R. Sandoval

Jesus M. Gandara, Ed.D.  
Superintendent

*The Sweetwater Union  
High School District is seeking a*

**DIRECTOR OF  
HUMAN RESOURCES**



1130 Fifth Avenue  
Chula Vista, CA 91911

## APPLICATION PROCEDURES

All application materials should be addressed to:

Rita Sierra Beyers  
Assistant Superintendent of Human Resources  
Sweetwater Union High School District  
1130 Fifth Avenue, Chula Vista, CA 91911

The contact person to request information is:

Rita Vandergriff, Senior Executive Assistant  
(619) 585-6010

The posting and on-line application are available on Ed-Join – [www.edjoin.org](http://www.edjoin.org)

To apply, please submit [via edjoin](http://www.edjoin.org):

- a certificated management application obtained on edjoin;
- a Letter of Intent/Interest, specifying position;
- a **current** Resumé of work experience and training including membership(s) in professional organizations, participation in community activities and professional accomplishments;
- at least **three** reference/recommendation letters dated on or after November 2008.

Please note: Supplemental materials must be attached to the edjoin application.

*This position is part of the district's management leadership team.*

**This position is open until filled.**

## SELECTION PROCEDURES

The qualifications of each candidate will be evaluated by a management screening committee. A limited number of applicants who best meet the requirements of the position, as evidenced on their applications, will be invited for an interview.

## BENEFITS

The district offers a comprehensive package of insurance benefits to employees and their eligible dependents which includes major medical, dental, vision care, and life insurance (employee only). Employees will become members of the appropriate retirement system upon employment.

## SALARY

Placement on the management salary schedule is determined according to educational preparation and experience and is based on 222 workdays. The current salary range is:

\$125,439 minimum \$142,264 maximum

## PRE-EMPLOYMENT REQUIREMENTS

Upon recommendation of employment, prospective employees will be required to have a pre-placement physical, complete fingerprint processing and provide a current verification of a negative T.B. test or X-ray.

## MINIMUM TRAINING AND EXPERIENCE

- Three years of successful professional experience in human resources or three years successful teaching experience and two years of school administrative experience;
- Master's degree from an accredited college or university, with major course work in human resources, education or related field;
- California Administrative Services Credential preferred.

## QUALIFICATIONS

- Excellent oral/written communication skills;
- Interpersonal skills using tact, patience and courtesy are highly desired.

Knowledge of:

- Principles and practices of organization, administration and personnel management in a public school district;
- Recruitment, selection, supervision, training and performance evaluation of certificated and classified personnel;
- Pertinent federal, state and local laws, codes and regulations;
- Principles and practices of contract interpretation and negotiations.

## THE POSITION

**The Director of Human Resources** is directly responsible to the Assistant Superintendent of Human Resources. The ideal candidate will have experience in:

- Monitoring and coordinating site certificated and classified staffing needs;
- Recruiting, screening, interviewing, and employing personnel;
- Providing technical assistance with collective bargaining agreements;
- Monitoring, consulting and participating in employee evaluation and discipline;
- Classification studies;
- Employee layoffs;
- Test construction and validation;
- Working effectively within a multicultural community.