

**Job Title: DIRECTOR OF HUMAN RESOURCES** (Certificated Management)

**Reports to:** Assistant Superintendent, Human Resources

**Definition:**

Under the direction of the Assistant Superintendent, Human Resources, assists in planning, organizing, and directing of the District comprehensive personnel and employee relations program for personnel; assists in the direction and coordination of certificated and classified employment functions of the District; assists in representing the Governing Board and Superintendent in a variety of employee relations matters; including but not limited to grievances, collective bargaining, complaint investigations, employee discipline matters, and to perform human resource duties, as required.

**Essential Functions:**

Personnel in this job classification may perform any combination of the duties and responsibilities below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

- Provide general administrative leadership in the operations and services of Human Resources.
- Assists the Assistant Superintendent, Human Resources in directing all aspects of the Districts personnel program for employees.
- Serves as a member of the District's negotiations team.
- Responsible for Worker's Compensation Program.
- Coordinates and Leads Interactive Accommodations Meetings.
- Responsible for Public Health Emergency Compliance and Safety.
- Communicates with Business Services related to employments, terminations, worker's compensation and liability claims and other related areas.
- Investigates allegations of certificated and classified employee misconduct and complaints.
- Assists with the District's compliance with the Americans with Disabilities Acts; serves as a member of the Accommodations committee.
- Assists in the processing of grievances and resolution of employee complaints.
- Oversees the tracking of employee leaves under the Family medical Leave Act (FMLA), the California Family Rights Acts (CFRA) and the Pregnancy Disability Act (PDA); assures compliance with federal and state mandates.
- Assists with the maintenance of the employee records systems.
- Provides guidance to site/department administrators regarding the evaluation process and documentation of certificated and classified employees under their supervision.
- Assists with the supervision of the teacher support programs, including, but not limited to, Inductions, PAR and Intern programs.
- Assists in the preparation, research, drafting of the initial proposal and conduct of collective bargaining with the classified and/or certificated bargaining units(s).
- Assists with the development and implementation of recruitment and selection process and procedures for District vacancies, posting of job opportunities; monitor procedures for employment, assignment and evaluation of substitute teachers and assist with the orientation for the new substitute teachers.
- Assists in the development of job descriptions.
- Assists with the substitute teacher assignments.

- Assists with the screening of applicants as well as interviews applicants for full-time and substitute teaching positions.
- Works collaboratively with Instructional Services and Student Support Services to provide professional learning opportunities for new teachers.
- Participates in the development, recommendation of changes and/or additions to the District personnel program in accordance with Board policies and administrative rules and regulations.
- Assists in implementation and enforcement of all District policies and administrative regulations related to employees of the District.
- Assists in reviews, and participates in studies to analyze and evaluate organizations and staffing needs and services, feasibility and cost effectiveness, and other aspects of human resources management.
- Participates in the preparation and administration of the departmental budget.
- Supervises, trains, and evaluates assigned certificated and classified staff.
- Assists with the development, implementation and coordination of the District's certificated and classified personnel programs.
- Assists in recruitment, selection, appointment, promotion, leaves of absence, sick leave, and resignation or retirement from service.
- Prepares pre-employment processing information/programs for all new personnel.
- Promotes positive employee/employer relations.
- Assists in collecting data and preparing survey forms as requested by various governmental agencies.
- Works with site and district administrators to determine staffing allocations.
- Assumes additional responsibilities, tasks and duties as may be determined by the Assistant Superintendent, Human Resources.
- Attends frequent evening meetings.
- Performs other duties, as assigned.

**Secondary Functions:**

- This is a single position classification. All duties are considered essential.

**Experience and Education:**

Any combination of experience and education that could provide the required knowledge and ability would be qualifying.

**Certification, Licenses, and Other Requirements:**

- Five years successful TK-12 teaching experience.
- Three years experience as an Elementary School Principal or other equivalent educational administration experience.
- Masters degree or higher from an accredited college or university in educational administration, personnel administration, or other closely related areas.
- Posses a valid California Administrative Services Credential.
- Valid California driver's license.

**Knowledge of:**

- School operations and management
- Personnel practices

- Supervision
- Worker's compensation
- Staff Development and training
- Education Code, District Policy and Regulations pertaining to personnel procedures and Collective Bargaining Agreement
- California credentialing practices and procedures

**Ability to:**

- Effectively plan and administer the personnel program of the District
- Monitor and assist certificated staff with credentials
- Establish and maintain effective working relationships with the staff and the public, to speak and write effectively, and to plan, organize, and supervise the work of others

**Desirable Qualifications:**

- Ability to assist in effecting positive change in staff and programs
- Advanced study and/or experience in Personnel Administration
- Experience in negotiations (certificated and/or classified)

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions

**Body Movements:** Regular Activities: stand and sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person. Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. Ability to operate office machines and equipment in a safe and effective manner. Ability to drive to various District sites.

**Lifting Requirements:** Employees assigned to this classification must regularly lift, carry and/or move computer-related objects weighing up to 25 pounds.

**Vision Requirements:** Ability to: see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Environment**

Work is usually performed in a district office environment.

**Exposures, Risks and Hazards**

While performing the duties of this classification, the employee occasionally is exposed to the normal risks and hazards of installing computer-related equipment.