

JOB DESCRIPTION

San Diego County Office of Education

Coordinator, Certificated Human Resources

Purpose Statement

The job of Coordinator, Certificated Human Resources is done for the purpose/s of coordinating activities necessary for the efficient operation of personnel functions; support certificated and management recruitment and hiring; and supporting of the credential operations for SDCOE and all San Diego County school districts.

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact

Essential Functions

- Plans, supports and coordinates Human Resources Certificated functions
- Supports the orientation, assignment and evaluation of certificated employees
- Develops and recommends policies and procedures for management review and administers policies and procedures upon adoption by the Board of Education and/or Superintendent
- Collaborates with Human Resources management and provides professional development, coaching, and training for county personnel, and assists with professional development for school districts and charter schools in San Diego County; provides human resources support to small districts within the county
- Serves as the Human Resources a point of contact for San Diego County Office of Education Juvenile Court and Community Schools
- Maintains current knowledge of state and federal laws, court decisions and other litigation relevant to personnel and employee relations; attends professional development training, and professional support organization meetings as needed
- Performs, investigations, and makes recommendations to the management, provides assistance and input on matters related to employee transfer, promotion, salary placement, leaves of absence, suspension, and termination or retirement from service
- Coordinates and facilitates the County Office Interactive Process Meetings
- Assists with planning and implementation of certificated layoffs, non-reemployment, and non-re-election processes
- Coordinates with institutes of higher education (IHE) and SDCOE management for the purposes of recruiting and placing of student teachers, counselors, and other educational personnel

- Monitors County Office staff absences and leaves and makes recommendations to the Executive Director, Human Resources and Assistant Superintendent of Human Resources
- Supports the County Office on the certificated bargaining team; interprets negotiated agreements to county office staff, including and complaint handling
- Collaborates with the County Office Innovation division to provide management orientation and professional development
- Supervises and evaluates personnel for the purpose of providing coaching and feedback regarding their performance
- Assists with the processes involved in the recruitment, placement, evaluation and selection of substitute teachers and monitors that substitutes are available and properly licensed for assignment in County Office schools; reviews substitute use reports and recommends changes to the selection process where needed
- Supports the monitoring function of the County Office with respect to the proper teacher assignments internally, including SDCOE authorized charter schools,
- Attends professional development and credentialing conferences given by the Commission on Teacher Credentialing to ensure compliance with laws, regulations, and policies
- Prepares and maintains a wide variety of complex written materials (e.g. reports, procedures, mandatory reporting, handbooks, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions
- Represents the Director and/or Executive Director, Certificated Human Resources in their absence

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Travel as required (county and state)

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE:

Knowledge is required to review and interpret technical information, write human resource related materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes and procedures; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; collective bargaining practices; recruitment and retention of employees; business telephone etiquette; codes/laws/rules/regulations/policies; office application software; practices of personnel

administration; practicing cultural competency while working collaboratively with diverse groups and individuals; meeting deadlines and schedules; working as part of a team.

ABILITY:

Ability to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Four (4) years of increasingly responsible professional experience in Human Resources, and/or any combination of Human Resources, school site, or district office administrative level experience. Experience in a supervisory capacity at the school district or county level is required; and

Education: Master's degree in education, education administration, or related field; or

Equivalency: Any combination of training and four (4) years of increasingly responsible professional experience in Human Resources including experience in a supervisory capacity at the school district or county level; and master's degree in education, education administration, or related field.

Required Testing

Certificates, Licenses, Credentials

N/A

Valid Teaching Credential as issued by the California Commission on Teacher Credentialing

Valid Administrative Services Credential as issued by the California Commission on Teacher Credentialing

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 045

Approval date:

Approved by: _____

Chris Reising
Executive Director, Human Resources

Revised: 11/20