JOB DESCRIPTION
San Diego County Office of Education

Director, Certificated Human Resources

Purpose Statement
Under the direction of the Assistant Superintendent, Human Resources, the Director of Certificated Human Resources directs and coordinates activities necessary for the efficient operation of the certificated personnel functions, provides oversight and direction for recruitment and hiring, and support of the credentialing operations for SDCOE and all 42 San Diego County districts.

Essential Functions

- Plans, directs, and oversees the Human Resources Certificated and Credentials units.
- Oversees recruitment, classification and compensation, selection, employment, transfer, promotion, disciplinary action, and separation of management, certificated employees and substitute teacher employees
- Provides expertise, technical support, assistance and training, and supervise the work of professional, technical and clerical personnel engaged in such activities as reviewing transcripts and credentials, employment processing, posting personnel information and maintaining records and files, staff development, special projects and other operational services; determine workload, priorities and adjust assignments as needed to meet established time lines.
- Supports the orientation, assignment and evaluation of certificated and management employees.
- Collaborates with EDGE to provide management orientation.
- Develops and recommend policies and procedures for the Assistant Superintendent’s review and administers same upon adoption by the Board of Education and/or Superintendent.
- Represents the Executive Director in his/her absence for the purpose of addressing matters that require immediate attention and conveying and/or gathering information required for his/her functions.
- Collaborates with and provides professional development for county management, teachers and teacher substitutes, and all 42 districts in San Diego County.
- Provides human resources and credentialing support to small districts within the county.
- Serves as the Human Resources point of contact for Momentum Learning: SDCOE Juvenile Court and Community Schools.
- Maintains current knowledge of state and federal laws, court decisions and other litigation relevant to all areas of personnel and employee relations as related to the position; attends professional development training, and professional support organization meetings as needed.
- Conducts investigations in response to complaints grievances, employee misconduct and poor performance and makes recommendations to the Assistant Superintendent regarding decisions or rulings.
- Makes recommendations to the Assistant Superintendent of Human Resources on matters related to employee transfer, promotion, salary placement, leaves of absence, suspension, and termination or retirement from service.
• Plans and implements certificated layoffs, non-re-employment, and non-reelection processes; resolves labor relations issues using a collaborative and consultative approach

• Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within the budget limits and/or fiscal practices are followed.

• Oversees site administrator’s use of employee evaluation system, including the online platform, and supports the evaluation of employees; is final signatory on certificated evaluations.

• Serves a lead role on the certificated bargaining team; interprets negotiated agreements to county office staff, including grievance and complaint handling.

• Supervises and evaluates personnel for the purpose of providing coaching and feedback regarding their performance.

• Directs the processes involved in the recruitment, placement, evaluation and selection of substitute teachers, including the oversight of the AESOP substitute system.

• Ensures 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.

• Maintains contact with school districts to assist in substitute recruitment; oversees substitute recruitment and training events.

• Maintains SDCOE Human Resources web pages for the purpose of overseeing and updating the site with current and relevant information.

• Oversees all functions involved with the County Office credential operations, including the verification of credentials for County Office teachers; and oversees credentialing department in assisting school districts in credential processing and training of credential technicians.

• Supports the monitoring function of the County Office with respect to the proper teacher assignments internally, and in County school districts.

• 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, 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.

• Assists with classified Human Resources functions when needed.

• Represents the Executive Director in his/her absence for the purpose of addressing matters that require immediate attention and conveying and/or gathering information required for his/her functions.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; classifying data and/or information; conducting interviews; conducting meetings; counseling and mentoring employees; enforcing rules and regulations; facilitating meetings; using pertinent software applications.

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 is required 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.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment
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. This job is performed in a generally clean and healthy environment.

Experience: Five (5) years of responsible professional-level experience in human resources management. Experience supervising professional level human resources staff is required.

Education: Master's degree in education, educational administration, or other job-related area.

Equivalency: Any combination equivalent to a master’s degree in education, educational administration, or other job-related area, and five (5) years of responsible professional experience with human resources management. Experience supervising professional level human resources staff is required.
Required Testing
N/A

Continuing Educ./Training
N/A

Certificates
CA Administrative Services Credential
Valid Driver’s License/Evidence of Insurability

Clearances
Criminal Justice Fingerprint/Background Clearance
Drug Test/Proof of physical examination including TB Screen

FLSA Status: Exempt

Salary Range: Certificated Management Grade 50

Approved: __________________

Dr. Olivier Wong, Assistant Superintendent of Human Resources