

JOB DESCRIPTION

San Diego County Office of Education

Coordinator, Certificated Human Resource Services

Purpose Statement

The job of Coordinator, Certificated Human Resource Services is responsible for coordinating activities necessary for the efficient operation of personnel functions; supporting certificated and management recruitment and hiring and the overall operations for SDCOE.

Diversity Statement:

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, and being accountable for one's actions and the resulting impact.

Essential Functions

- Coordinate and support Human Resources Certificated functions.
- Support the orientation, assignment, and evaluation of certificated employees.
- Collaborate with Human Resource Service leadership team to develop and facilitate professional learning, coaching, and training for county personnel, and assist with professional learning for school districts and charter schools.
- Provide human resource services support to small districts within the county.
- Serve as the Human Resource Services point of contact for San Diego County Office of Education Juvenile Court and Community Schools.
- Maintain current knowledge of state and federal laws, court decisions and other litigation relevant to personnel and employee relations.
- Attend professional learning, and professional support organization meetings as needed.
- Conduct investigations and make recommendations to management and provide assistance and input on matters related to employee transfer, promotion, salary placement, leaves of absence, suspension, and termination or retirement from service.
- Coordinate and facilitate the County Office Interactive Process Meetings.
- Assist with planning and implementation of certificated layoffs, non-reemployment, and non-re-election processes.
- Coordinate with institutes of higher education (IHE) and SDCOE management for the purposes of recruiting and placing of student teachers, counselors, and other educational personnel.

- Monitor County Office staff absences and leaves and makes recommendations to administration.
- Support the County Office on the certificated bargaining team; interpret negotiated agreements to county office staff, including complaint handling.
- Collaborate with the County Office Organizational Effectiveness unit to provide management orientation and professional development.
- Assist with the recruitment, placement, evaluation, and selection of substitute teachers; and ensure substitutes are available and properly licensed for assignment in County Office schools; review substitute use reports and recommend changes to the selection process where needed.
- Support the monitoring function of the County Office with respect to the proper teacher assignments internally, including SDCOE authorized charter schools.
- Attend professional development and credentialing conferences given by the Commission on Teacher Credentialing to ensure compliance with laws, regulations, and policies.
- Prepare and maintain 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.
- Collaborate, assist, and support JCCS Principals with Human Resources related functions.
- Assist in providing support to overall Human Resources Services functions within division, as assigned.
- Plan, prioritize, assign, and review the work of assigned staff; prepare work schedules for appropriate staff.
- Supervise and evaluate assigned personnel for the purpose of providing coaching and feedback regarding their performance.

Other Functions

- Perform related duties as assigned for the purpose of ensuring the efficient and effective functioning of Human Resource Services.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human resource pertinent laws, codes, policies, and/or regulations;

Principles of effective supervision, leadership, training, coaching and performance evaluation;

Personnel management and best practices;

Program planning and development;

Concepts of grammar and punctuation;

Instructional procedures and practices;
Collective bargaining practices;
Recruitment and retention of employees.

ABILITY TO:

Lead with a lens of equity;
Keep students at the center of all decisions;
Work collaboratively with diverse individuals and groups (local educational agencies, county and state agencies, and institutions of higher education);
Select, train, lead, coach, direct the work of assigned staff;
Interpret the organizational and division strategic plan and create relevant goals;
Routinely gather, collate, and/or classify data;
Work independently with minimal supervision;
Operate equipment using standardized methods;
Work with data of widely varied types and/or purposes;
Analyze problems, identify alternate solutions, anticipate consequences of proposed actions, and implement recommendations in support of goals;
Adapt to changing work priorities;
Effectively communicate verbally and in writing;
Develop procedures and present training materials.

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

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Equivalency: A combination of education and experience equivalent to a master's degree in education, education administration, or related field and (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.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid Administrative Services Credential
Valid CA Teaching Credential
Valid CA Driver's License

Continuing Educ./Training

N/A

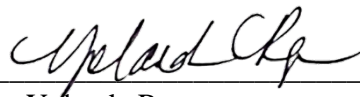
Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 045

Approval date: 202x

Approved by: 

Dr. Yolanda Rogers
Assistant Superintendent, Human Resource Services

Revised: 11/20, 6/2022