

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Director, Certificated Human Resources**

**Purpose Statement**

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.

**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**

- Directs all aspects of day-to-day Human Resources Certificated and Credentials Department, including employee transactions and HR systems,
- Directs and supports certificated human resources functions including recruitment, classification and compensation, selection, employment, transfer, promotion, disciplinary action, separation of management, certificated employees, substitute teacher employees, and executive searches.
- 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.
- Plans, directs and oversees, in collaboration with the Organizational Effectiveness Department to provide orientations, trainings and professional development.
- Administers a wide variety of personnel policies and employment agreements (e.g. complaints, investigations, grievance, interactive process meetings, Title IX, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Analyzes, interprets, and applies State and Federal laws, regulations and established policies for the purpose of assuring compliance of all human resource related matters, and establishes, maintains, and interprets rules and procedures for administering disciplinary hearings.
- 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 all SDCOE 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.
- Develops and recommends policies and procedures for the Assistant Superintendent's review and administers upon adoption by the Board of Education and/or Superintendent.
- 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;
- 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.
- Monitors 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, and monitors credentials of SDCOE employees and interns, including waivers and emergency permits.
- Participates in meetings, collective bargaining teams, workshops, conferences and presentations for the purpose of representing management or the department and conveying and/or gathering information regarding a wide variety of subjects, including but not limited to conferences given by the Commission on Teacher Credentialing.

- 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.
- Represents the Executive Director in their 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:**

KNOWLEDGE of:

Human centered and socially conscious leadership;

Pertinent laws, education codes, policies, and/or regulations including Title IX;

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;

Practices of personnel administration;

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Apply cultural competence while working collaboratively with diverse groups and individuals;

Meet deadlines and schedules;

Set priorities;

Problem solve issues and create action plans;

Communicate effectively, both orally and in writing;

Resolve disputes and diffuse tension;

Establish and maintain effective working relationships;

Work with multiple projects, frequent interruptions, and changing work priorities;  
Work with detailed information and maintain accurate records;  
Maintain confidentiality.

**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, including a minimum of 3 years' experience as a school-site principal, required.

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

**Equivalency:** A combination of education and experience equivalent to a master's degree in in education, educational administration, or other job-related area, and five (5) years of responsible professional-level experience in human resources management, including a minimum of 3 years' experience as a school-site principal, required.

**Required Testing**

N/A

**Certificates**

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

**Continuing Educ./Training**

N/A

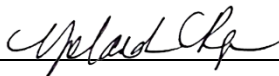
**Clearances**

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

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 50

**Approval Date:** March 2023

**Approved:**   
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Dr. Yolanda Rogers  
Assistant Superintendent, Human Resources