GATEWAY UNIFIED SCHOOL DISTRICT

4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: DIRECTOR OF HUMAN RESOURCES

DEFINITION OF POSITION:
Under the administrative direction of the Superintendent, assists in the overall District leadership; plans organizes, assigns, supervises, directs and evaluates the work of all aspects of the Human Resources Department which involves employee recruitment, professional development, selection and evaluation of all District personnel and collective bargaining and contract management with all bargaining units.

DISTINGUISHING CHARACTERISTICS:
This position is an executive cabinet level position requiring knowledge about educational human resource management, curriculum/pedagogy, school finance and ethical decision making. The position meets regularly with the Board of Trustees, Superintendent and other policy makers in planning and implementing human resource management issues.

ESSENTIAL FUNCTIONS:
1. Provides leadership and expertise in the budget planning process, particularly pertaining to the utilization of appropriate human and monetary resources.
2. Serves as a resource to employees pertaining to human resource related problems, concerns and issues.
3. Serves as the advisor to the Superintendent pertaining to human resources management, and employer/employee relations.
4. Identifies, plans, and establishes the goals, objectives, and direction of the District human resources management.
5. Coordinates the recruitment, selection, placement, evaluation, promotion and discipline of all District personnel, implementing relevant bargaining unit contracts, State laws and District policies.
6. Assists with observations and evaluations of probationary certificated staff.
7. Responsible for the Gateway Teacher Induction Program (G-Tip).
8. Recommends human resources policies and regulation and operational procedures and guidelines.
9. Participates as member of administration team in district negotiations.
10. Serves as a liaison to labor organizations in analyzing problems and in developing alternative solutions.
11. Reviews the District employee performance appraisal program, and assists management and supervisory personnel in developing programs that aid in employee motivation and in the improvement of employee performance.
12. Aids in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines which may affect the District.
13. Plans and evaluates procedures to ensure that the human resources management procedures are pursued in a cost effective and cost beneficial manner.
14. Plans and establishes assessment and evaluation procedures.
15. Plans and implements and continuously assesses the personnel record management, storage, and retrieval system.
16. Responsible for all aspects of employee contract management for the certificated and classified bargaining units, including collective bargaining proposals and negotiations; development of contractual agreements; interpretation and clarification of employee agreements, rules, policies and procedures; development of job descriptions, classification and reclassification considerations; employee grievances; communication with management and bargaining unit employees.

ESSENTIAL FUNCTIONS: (cont.)

17. Directs and carries out investigations, including complaints, concerning school personnel and allegations of discrimination and sexual harassment.
18. Manages professional incentive program for certificated and classified employees.
19. Facilitates understanding of collective bargaining agreements with all employee groups and management.
20. Supervises Human Resources staff.
21. Responsible for the development and maintenance of employee records including personnel files, employee attendance, credentials, criminal background checks, tuberculosis clearance, CPR/first aid clearance and coach's certification.
22. Provides direction, training and assistance for all management personnel regarding personnel matters.
23. Participates as a member of the Superintendents' cabinet; assists the Superintendent in the general planning, organization and leadership of the District.
24. Prepares reports and makes recommendations as appropriate, and interprets Board Policy for management and non-management employees and the community.
25. Develops and revises policies for submission to the School Board; prepares State and other required reports.
26. Represents the District in meetings with administrators, professional staff, business leaders, governmental representatives and the public concerning personnel and employee contract management.
27. Maintains liaisons with colleges, universities, local, state, and national agencies relative to employee recruitment and personnel management.
28. Coordinates with site principles the placement of student teachers in appropriate classrooms.
29. In conjunction with the Business Department, assures accurate and timely position control and accurate budget information on all aspects of staffing.
30. Supervises preparation of annual employment contracts for certificated employees.
31. Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Theory and practice of public education and administration, including organization, personnel and fiscal management relevant to assigned responsibilities.
2. Office management principles, methods, and procedures.
3. Relevant state and federal laws, regulations and procedures.
4. Staff supervision, staff development, conflict resolution and effective management techniques.
5. Procedures and practices in public sector collective bargaining
6. Technology and implementation of technological advances for schools and districts and the personnel issues associated with these advances.

Ability to:

1. Manage and coordinate the Human Resource Department with Business Services, Instructional Services and the Superintendent.
2. Display knowledge and understanding of education theory and practice and personnel administration.
3. Plan, direct, and establish priorities and simultaneously coordinate a variety of projects.

QUALIFICATIONS: (cont.)

4. Identify and analyze present and potential problems; develop and evaluate alternate solutions and propose plans of action.
5. Prepare and present clear and concise reports.
6. Establish and maintain effective and cooperative relationships.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. May occasionally lift and stack heavy objects not to exceed 25 lbs. This type of work involves sitting but may involve walking or standing for both lengthy and brief periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

EXPERIENCE AND EDUCATION:

- Experience: Three to five years' experience as a classroom teacher in any grade K-12, preferred.
- Credential: Valid California Teaching and Administrative Credentials, preferred
- Education: Bachelor's Degree or higher from an accredited college or university. The completion of additional training through a Personnel Institute or Personnel Academy is desirable.