

Pleasanton Unified School District
Mission Statement: "Our students will make a better world "

JOB DESCRIPTION

TITLE: Coordinator III, Human Resources - Certificated

CLASSIFICATION: Classified Management

REPORTS TO: Assistant Superintendent, Human Resources

DESCRIPTION:

Under the general direction of the Assistant Superintendent of Human Resources this position performs complex and specialized technical and clerical work in connection with the District's personnel selection and evaluation program; performs a variety of duties dealing with the selection and placement of certificated employees and applicants; works with the public inquiring about employment and job recruitment; to assist in relieving the Assistant Superintendent of Human Resources of a variety of administrative and procedural details.

PERFORMANCE RESPONSIBILITIES INCLUDE:

- Prepare announcements for certificated openings; provide assistance, advice and information to applicants, District employees and certificated personnel concerning current laws and requirements.
- Coordinate and ensure integrity of assigned recruitment and hiring processes including screening applicants, developing questions, compiling paper screening, oral interview results and other related duties.
- Provide support to administrators regarding certificated staffing and site allocations.
- Coordinate employee recognition programs, employee orientation and new teacher orientation.
- Support the Assistant Superintendent, Human Resources at Board meetings, monthly meetings and certificated negotiations and other employee related meetings.
- Prepare and manage the certificated employee's seniority list.
- Assist in coordinating certificated staffing for the summer school program and the extended school year program to ensure compliance with the collective bargaining agreement.
- Analyze certificated contract interpretations and prepare reports and recommendations.
- Assist in administering compliance protocols including Department of Justice and FBI fingerprint clearance, tuberculosis testing program and mandatory trainings.
- Monitor and update evaluation system ensuring compliance with Board policy and the collective bargaining agreement.
- Coordinate all processes and procedures involved in the employment of certificated personnel including independent communication with applicants.
- Prepare contracts for hourly, temporary and probationary certificated management employees.
- Assist in initial salary schedule placement and transcript evaluations for final salary confirmation and unit requirements for subsequent advancement.
- Assist in monitoring and ensuring accuracy of personnel files on certificated employees.
- Administer all aspects of the District's hiring procedures for certificated employees.
- Prepare human resources reports and summaries relating to appointments, assignments, salary

placement, requests for leaves of absence and resignations.

- Monitor temporary and probationary employee status and determine temporary to probationary status conversions.
- Coordinate and maintain the assignment and transfer system for certificated personnel.
- Provide assistance, advice and information to applicants and District personnel on current laws and requirements pertaining to a variety of credentials issued by the Commission on Teacher Credentialing.
- Assist with the administration of the Student Teacher, Intern Teacher and Substitute Teacher programs and university agreements.
- May prepare special certificates, newsletters, notices, bulletins, brochures, reports and announcements with accompanying graphic illustrations.
- Attend to details and perform other related duties as reasonably related to the classification.
- Other duties as assigned by Assistant Superintendent, Human Resources.

QUALIFICATIONS:

Knowledge of:

Human Resources practices and procedures; state and federal labor laws; fair employment, affirmative action and non-discrimination laws; interest-based problem solving; technology applications for Human Resource systems; modern office organization, procedures, and practices; clerical skills.

Ability to:

- Coordinate and implement a certificated Human Resources program which will serve in the best interest of employees and the District
- Represent the District in a professional, welcoming and responsive manner to both internal and external customers and staff members
- Present information, both written and verbal, in a clear, concise and professional manner
- Perform in situations requiring specialized knowledge using professionalism, confidentiality and good judgment
- Communicate effectively with a variety of individuals and groups, in person, orally and in writing
- Maintain cooperative working relationships with those contacted in the course of work
- Provide outstanding customer service in performing Human Resources duties

Training and Experience:

- Associate of Arts degree (or the equivalent combination of education and/or years' of Human Resources experience)
- Two to four years of Human Resources confidential level (or higher) experience relevant to the position
- One to three years of certificated employment credentialing experience highly desirable
- K-12 Public School experience highly desirable

TERMS OF EMPLOYMENT:

220 days, Management/Confidential Salary Schedule