

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CERTIFICATED COORDINATOR - HUMAN RESOURCES**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent- Human Resources, plan, organize, coordinate and implement the daily operations of the District comprehensive certificated Human Resources function, including screening, selection, evaluations and credentialing; monitor credentials to assure proper verifications and assignments; perform a variety of specialized and responsible technical and administrative support duties; interpret, communicate and apply knowledge of applicable statute and of District policies and procedures; train, supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, coordinate and implement a variety of specialized and responsible technical and administrative functions related to the District comprehensive human resources function.

Assure the proper assignments and credentials of certificated employees; maintain accurate records of certifications; conduct assignment reviews; monitor credentials for certificated personnel; notify employees of expiration of credentials; prepare and process new and renewal credential application packets; prepare appropriate waiver requests; prepare related documentation and reports.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign and review the work of others.

Attend administrative District budget meetings as they relate to teacher staffing; determine staffing allocations for school sites; monitor and maintain allocation compliance; coordinate and perform the staffing process for school sites and the District office, including administrative positions; create postings, determine vacancies, screen applicants, verify appropriate background check and offer positions.

Assist with the implementation of District employee evaluation procedures and the monitoring of evaluation timelines; create and revise evaluation forms as required.

Coordinate and monitor District activities related to the Teacher Induction Program; evaluate program eligibility and advise teachers regarding credential and induction program requirements; review and analyze reports to monitor progress of participating teachers; monitor work of reflective coaches, organize induction program orientation and colloquium; attend appropriate meetings and workshops.

Administer, record and process transfers, leaves, shared contract requests, resignations and other personnel and staffing related documents.

Assist with the administration and interpretation of collective bargaining agreements; assist and guide employees, agencies and the public regarding District policies, regulations and procedures;

interpret and explain rules, regulations, policies and employee agreements.

Prepare and maintain certificated composite database, staffing lists, credential database, assignment database, employee statistical information, salary placement, experience, education, teacher contracts and other employment statistical data as required; prepare data and survey information for District, County, State and federal agencies as required.

Communicate with certificated applicants to offer employment; prepare contracts and related employment documents to complete employment requirements; provide orientation and information relative to the position and District policies, standards and procedures.

Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Participate on the ACE collective bargaining team.

May participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Board policies, Education Code provisions and other laws, codes and regulations related to certificated personnel.

Principles and practices of supervision and training.

Personnel department organization, policies, rules, practices and procedures.

Bargaining agreements and union contracts.

State credentialing requirements.

EEO and Affirmative Action recruitment, selection and testing requirements.

Job analysis, classification and salary administration.

Technical aspects of test creation, classification studies and salary surveys.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, coordinate and implement a variety of specialized and responsible technical and administrative functions related to the District comprehensive human resources function.  
Assure the proper assignments and credentials of certificated employees.  
Train, supervise and evaluate the performance of assigned personnel.  
Attend administrative District budget meetings as they relate to teacher staffing.  
Assist with the implementation of District employee evaluation procedures.  
Coordinate and monitor District activities related to the Teacher Induction Program.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Maintain records and files.  
Prepare comprehensive narrative and statistical reports.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent and supplemented by college-level coursework in business administration, human resources or related field. Associate's degree or higher is preferred.

Experience: Three years of increasingly responsible human resources experience in a public agency.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.