

MORGAN HILL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Director of Human Resources

GENERAL DESCRIPTION: Under the direction of the Assistant Superintendent of Human Resources and working closely and cooperatively with other District administrators as a team member of the District management group, the Director of Human Resources is responsible for the hiring, support and evaluation of the District's classified and certificated staff.

REPRESENTATIVE DUTIES:

- Works with appropriate school personnel to design and implement appropriate staff recruitment and retention strategies
- Develops and monitors district wide comprehensive human resources plans and initiatives
- Oversees staff attendance
- Implements human resources policies and procedures
- Responsible for communications with the public and school staff regarding human resources procedures and timelines
- Coordinates district recruitment and training needs with local colleges to meet the needs of students
- Works with principals, teachers and other district employees to solve problems related to employee performance
- Establishes a system of maintaining discipline and intervention records for personnel
- Supervises substitute teachers and their assignments
- Maintains effective working relationships
- Provides professional development training for site and District personnel
- Represents the District on Other Decision-making bodies when appropriate
- Reports directly to the Assistant Superintendent of Human Resources regarding the progress toward established yearly goals
- Performs other tasks and functions as are assigned by the Superintendent and/or Assistant Superintendent, Human Resources

WORKING CONDITIONS

ENVIRONMENTAL CONDITIONS:

- Indoor and outdoor environments
- Direct contact with staff, students, district staff and the public

PHYSICAL DEMANDS

- Sit for extended periods of time
- Enter data into a computer, operate standard office equipment
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak so the others may understand at normal levels and on the telephone
- Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height
- Moderate to high levels of stress

EDUCATION AND EXPERIENCE

- Hold Master's or a Doctorate degree from an accredited university
- At least five years successful experience as site and/or district level administrator

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LICENSES AND OTHER REQUIREMENTS:

- Hold Administrative Services credential issued by the California Commission on Teacher Credentialing
- California Teaching Credential

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.