DIRECTOR, EDUCATOR WORKFORCE DEVELOPMENT

Reports to: Associate Superintendent, Human Resources
Division: Human Resources

Our ideal candidate

You recognize the essential role of Human Resources in organizational success and are committed to recruiting, developing, and supporting a high-performing certificated workforce. Focused on career pathways and staffing pipelines, you ensure staffing needs are met with urgency, accuracy, and equity. You expertly develop and interpret certificated policies, manage employee relations, administer progressive discipline, and implement professional growth opportunities while ensuring legal compliance and due process. With strong communication skills and a keen understanding of organizational systems, you collaborate to implement improvements, providing management with the tools and training needed to foster a positive and effective work environment.

General description

Under administrative direction, lead certificated employee recruitment and staffing with an emphasis on the development of career pathways and staffing pipelines; legal support and certificated policies and procedures; employee relations and management of complaints; progressive discipline, professional growth support and supervision; investigations and due process; layoffs and program transfers; management support; credentials and credentialing support; Collective Bargaining Agreement and union relations; and certificated training and handbooks.

Specific duties and responsibilities

- Oversee recruitment for certificated employees, aligning with SBCEO's staffing needs and educational goals.
- Collaborate with program managers, universities, credentialing programs, and industry partners to identify staffing gaps, attract qualified candidates, and create educator pipelines.
- Develop and manage career pathways, recruitment strategies, and retention programs, with a focus on diversity and inclusion.
- Oversee the recruitment, selection, classification, compensation, performance evaluation, and professional growth for SBCEO's certificated workforce.
- Ensure compliance with policies on hiring, evaluation, discipline, and termination.
- Advise managers on employee relations, progressive discipline, and labor law compliance.
- Manage employee relations, including complaints, grievances, and conflicts.
- Provide coaching to managers on performance, conduct, and workplace issues.
- Model for and train leadership on best practices for employee performance evaluations.
- Coach leadership on the evaluation of the quality and effectiveness of instructional services to students in the context of employee evaluations.
- Develop strategies to improve morale, resolve conflicts, and foster positive work environments, ensuring legally compliant handling of complaints.
- Implement systems for employee supervision, including evaluations, development, and corrective actions, while overseeing fair and consistent discipline.

- Lead investigations and ensure thorough, legally compliant processes.
- Advise leadership on disciplinary actions, terminations, and corrective measures.
- Serve as a designee for employee discipline as assigned.
- Manage layoffs, transfers, and seniority determinations, ensuring compliance with contracts, legal requirements, and fairness.
- Provide expert guidance on certificated employee management, including Collective Bargaining Agreement (CBA) interpretation, staffing needs, workforce planning, and performance issues.
- Oversee credential management to ensure all certificated staff meet state requirements, offering support on renewals, waivers, and processes, and staying updated on credentialing laws.
- Serve as a liaison between SBCEO, certificated employees, and unions, facilitating positive labor relations, and participating in or leading negotiations.
- Collaborate with union representatives to resolve issues and maintain strong working relationships.
- Provide school district support on matters related to Human Resources.
- Evaluate certificated staff as assigned.

Requirements
A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in education, legal studies, social sciences, humanities, or business, public, or education administration; or other related field. Possession of a master's degree in education; business, public, or education administration; legal studies; or other related field is preferred.

Experience: Five years of professional human resources, certificated administration, and/ or workforce development experience. Preferred experience in developing staffing pipelines and/or career pathways; supervision, training and professional development; union relations; investigations, managing complaints, and legal compliance; the development of policies/procedures; and/or credential services.

Knowledge of:

- principles and practices of human resource management
- principles and practices of recruitment
- state and federal employment law
- California labor laws, education policies, and public sector Human Resources practices
- California credentialing requirements
- collective bargaining processes
- methods and practices of training and professional development
- principles and practices of policy development
- methods and practices of conducting investigations
- analytics and performance measures
- group facilitation methods and strategies
- principles and practices of supervision, performance evaluation, and performance management
- the progressive discipline process
- written and oral communication strategies
- correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- learn County Education Office organization, operations, policies and objectives
- communicate effectively, both orally and in writing
- prepare a wide variety of written documents
- gather and analyze data, reach sound conclusions, and recommend reasonable courses of action
- interpret and apply laws, regulations, rules, and policies
- initiate, plan, and execute projects
- make effective presentations to a wide range of audiences
- work independently
- work cooperatively and maintain effective working relationships with co-workers, HR colleagues in districts and other agencies, and others
- resolve conflict, negotiate, manage sensitive issues, and maintain positive labor relations
- lead organizational projects, managing multiple priorities, deadlines, and initiatives simultaneously
- think strategically and collaborate with district leaders, unions, and other stakeholders to meet organizational goals
- operate a computer and other office equipment and related software programs
- use a human resources information system and enterprise financial system
- prepare and administer budgets.

Licenses and certificates

- Possession of a valid Clear Administrative Services Credential issued by the California Commission on Teacher Credentialing.
- Possession of a valid California driver's license and the use of a dependable vehicle are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

Working conditions

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment.

Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.

Management Salary Schedule: Range 28

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