

HUMAN RESOURCES DIRECTOR

Department/Division	Human Resources
Reports To:	CEO/Principal
Provides Direction To:	Human Resources Staff
FLSA Exemption Status:	Certificated Management or Classified Management

BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

DEFINITION

Under the supervision of the CEO/Principal, serves as the Human Resources Director to plan, organize, control and administer the Birmingham Community Charter High School's (Charter) personnel system including classified and certificated employees and programs; assure compliance with applicable Charter rules and policies, State and federal laws, codes and regulations; serve on the Charter's negotiating team for certificated and classified bargaining; supervise and evaluate the performance of assigned personnel; assist in the administration of the employee health and welfare programs and risk management; perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Human Resources Director serves as a member of the CEO/Principal's Leadership Team, is directly responsible to the CEO/Principal and is accountable for the management of the Human Resources Department. The Human Resources Director has the primary responsibility in establishing criteria and recommending employment, assignments and dismissal of personnel in cooperation with appropriate Charter personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Plan, organize, control and direct the classified and certificated personnel function of the Charter; assure compliance with a variety of State and federal regulations, laws and reporting requirements; research, develop and recommend new procedures and programs
- Assure that Board and Charter policies, State and federal laws and collective bargaining agreements are correctly and fairly administered; develop policies and administrative regulations
- Direct the recruitment and selection process for classified and certificated personnel; develop, implement and oversee job announcements, testing activities, paper screening, interviewing, reference checking and other selection processes; oversee the planning and implementation of orientation and processing procedures for certificated and classified personnel
- Supervise, develop and evaluate the performance of assigned personnel; interview and select employees; collaborate in decision-making process and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff
- Create, review and evaluate positions, salaries and classifications; recommend organizational and staffing patterns and maintain position control in collaboration with the Business Office
- Assist the Main Office with the substitute system for certificated personnel, as needed
- Communicate with other administrators and Charter personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Assist administration with the Charter grievance process, as needed
- Supervise all credentialing requirements for certificated staff and substitute teachers including assignment monitoring
- Collaborate with administrative team to develop long-term staffing goals and recommend to the

- CEO/Principal and the Business Office anticipated enrollment and staffing for succeeding years
- Collaborate with administrative designees to coordinate partnerships with universities and educational providers for programs such as California Teacher Induction Program (CTIP), paid internships, etc.
- Supervise the Human Resources Department budget
- Assist all management personnel in matters pertaining to contract management
- Attend Board meetings and prepare Board agenda items; present reports and provide technical counsel to the Board as requested by the CEO/Principal; review and present board items affecting personnel services; update the Board in closed sessions regarding employees and other personnel matters
- Assure confidentiality of personnel record keeping
- Maintain regular contact with the CEO/Principal, Business Office, directors/assistant principals, supervisors and staff to coordinate personnel services with Charter needs
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel
- Maintain accurate and current seniority lists for both certificated and classified personnel
- Plan, implement and monitor the Charter's worker's compensation, risk management, and employee benefits programs
- Coordinate and track certificated and classified leaves and implement Charter procedures for compliance with the Amended Americans with Disabilities Act (AADA); assist employees with Leave of Absence information and paperwork; coordinate with payroll
- Develop and update job descriptions and board policies
- Develop, oversee and administer the arrangements for employee recognition activities
- Assist the CEO/Principal in planning and administering professional development programs and training for certificated and classified employees
- Interpret personnel policies and contract language to certificated and classified personnel
- Prepare personnel reports and surveys to the State, county, Charter and professional organizations
- Attend and conduct staff meetings; attend State and regional conferences and workshops to maintain current knowledge of regulations and requirements related to classified and certificated personnel
- Verify the audit sheet and documentation from the LAUSD Charter Division is accurate and maintained for credentialed, classified, coaches, volunteers, and outside vendors
- Utilize technology as a tool for productivity, communication, research, and problem solving
- Keep current on work email and Website communications and technological proficiencies
- Perform other duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, techniques, strategies, goals, and objectives of charter school personnel administration including position classification, salary administration, and collective bargaining agreements
- Principles, methods and techniques pertaining to recruitment, selection and evaluation of personnel
- Education, labor, health/disability, worker's compensation, employee benefits programs and other laws, codes, rules and regulations related to classified and certificated personnel
- Teacher credentialing laws
- Public Employee Relations Board (PERB) decisions
- Board policies
- Legal mandates, policies, regulations, and operational procedures pertaining to federal and State laws
- Every Student Succeeds Act (ESSA), laws, policies, procedures and practices as it pertains to classified and certificated personnel
- Organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines
- Primary tenets of a Professional Learning Community
- California Standards for the Teaching Profession (CPSSEL); evaluation process
- Management and leadership styles
- Budget management
- Experience with computer software, programs and Human Resources databases

- Contract management
- Oral and written communication skills in English; writing skills to develop professional correspondence; effective oral communication to conduct meeting
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and technique

Ability to:

- Perform all essential duties of the position
- Demonstrate effective leadership skills
- Administer, plan, implement, and coordinate the Charter's personnel system including classified and certificated employees and programs
- Assure compliance with applicable Charter rules and policies, and State and federal laws, codes and regulations
- Establish and maintain cooperative and effective working relationships throughout the work environment, and with public officials, vendors, consultants, universities, and the general public
- Assemble and analyze data and make appropriate recommendations to school officials and the Governing Board
- Read, interpret, apply, communicate, and enforce rules, regulations, policies, procedures, laws and codes, including the Education Code and certificated and classified collective bargaining contracts.
- Assist administration in resolving employee grievances and complaints and in taking appropriate course of action
- Use correct English usage, grammar, spelling, punctuation and vocabulary
- Demonstrate proficiency in technology
- Maintain current knowledge of State and federal laws, rules, regulations, requirements and restrictions
- Work independently with little direction
- Meet schedules and time lines
- Maintain records and prepare comprehensive narrative and statistical reports, including confidential materials
- Establish and maintain an effective, collaborative learning climate in the school; inspire others to high levels of achievement and commitment
- Interact effectively with advisory councils and school/community groups
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Demonstrate effective organizational and administrative leadership
- Provide high quality professional development and training
- Prepare, administer, monitor and control an annual Human Resources plan and budget
- Communicate openly and work productively with a community of diverse opinions and ideas
- Operate a computer, iPad, and other office equipment; use Microsoft Word, Excel, and Powerpoint; learn and apply new software and HR databases
- Analyze problems and issues and develop appropriate solutions
- Train, supervise and evaluate assigned personnel
- Prioritize, plan, and coordinate work to meet deadlines
- Participate in staff and school activities
- Communicate effectively both orally and in writing in English.
- Travel to various locations, as needed

EDUCATION/TRAINING AND EXPERIENCE

Certificated Candidates

Any combination equivalent to: Master's degree or above in educational administration, human resources, or related field from an accredited institution. Minimum of three years teaching experience, preferably at the secondary level. At least three years of successful public school or charter school management experience as a coordinator, supervisor or administrator at a school

site, preferably secondary, or district level. Demonstrated leadership ability and knowledge/experience in increasingly responsible roles. Training or experience with employee-employer relations, including bargaining table experience. Human Resources experience, desirable.

Licenses/Certificates/Special Requirements:

Valid California Administrative Services Credential
Valid California K-12 teaching credential
Technology skills
Valid California Class C driver's license and the ability to maintain insurability under the Charter's vehicle insurance policy
Certificate from ACSA Personnel Training Academy or willingness to attend ACSA Personnel Training Academy

Classified Candidates

Any combination equivalent to: Bachelor's Degree in human resources administration, public administration or related field from an accredited institution. Master's degree in human resources, public administration or related field, preferred. Five years of responsible personnel experience, including two years experience in a management or supervisory capacity at a public school or charter school. Demonstrated leadership ability and knowledge/experience in increasingly responsible roles. Training or experience with employee-employer relations, including bargaining table experience.

Licenses/Certificates/Special Requirements:

Technology skills
Certificate from ACSA Personnel Training Academy or willingness to attend ACSA Personnel Training Academy

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Physical Demands

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this position, the employee is regularly required to sit for extended periods of time; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 20 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including Charter employees, students and parents. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The employee will work in a typical indoor office environment with a usually quiet or moderately quiet noise level, but will encounter a loud, noise level both indoors and outdoors, occasionally. The employee may be subject to exposure to minor contagious illnesses.

The employee occasionally drives to meetings, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.