

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Director, Certificated Human Resources**

**Purpose Statement**

Under the direction of an assigned Human Resources administrator, the Director of Certificated Human Resources plans, organizes, and directs the personnel management program for certificated personnel of the San Diego County Office of Education in conformance with rules and regulations of California Ed Code, the California Commission on Teacher Credentialing and other regulatory agencies; supervises and evaluates the performance of assigned staff.

**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Essential Functions**

- Partners with other human resource leaders within SDCOE and other LEA's to provide coaching and leadership; ensures that the staffing and workflow of the Human Resources department staff is coordinated, cohesive, and productive.
- Leads, plans, organizes, and directs the personnel management of certificated personnel of the San Diego County Office of Education in conformance with California Ed Code, the California Commission on Teacher Credentialing and other regulatory agencies.
- Oversees the recruitment process for certificated employment, ensuring all job postings, applications screenings, and interviews are conducted in accordance with California Ed Code and San Diego County Office of Education established policies and procedures.
- Directs and conducts compensation studies related to certificated personnel at the San Diego County Office of Education. Prepares and distributes salary surveys on behalf of the County Office.
- Oversees human resources audits, subpoenas, public records requests, and employee file requests; responds to audits from state and federal regulatory agencies.
- Oversees the credentialing and fingerprint offices of the San Diego County Office of Education. Supports the monitoring function of the County Office with respect to the proper teacher assignments internally and in County school districts, and monitors credentials of SDCOE employees and interns, including waivers and emergency permits.
- Directs employee investigations, including Title IX cases, ensuring compliance with policies and regulations; addresses misconduct and advises the Assistant Superintendent on decisions.
- Administers employee benefits and workers compensation programs for San Diego County Office of Education. Oversees leaves and Interactive Process Meetings.
- Works with leaders of the County Office on all employee disciplinary issues in order to provide guidance and recommendations on the proper course of action including coaching, performance management, and discipline.
- Oversees daily certificated HR operations, including employee transactions, HR systems, and personnel files.

- Ensures completion of certificated employment agreements, certificated contracts, work calendars, and other required documents related to certificated personnel.
- Develops, recommends, and implements HR policies and procedures.
- Manages employee orientation, onboarding, and certificated substitute staffing.
- Plans and oversees professional development, training, and evaluations of assigned staff.
- Supervises and supports HR staff through coaching and development.
- Ensures compliance with employment laws and manages audits and records retention.
- Collaborates with departments to enhance HR processing and reporting.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Represents the Executive Director or Assistant Superintendent in their absence.

**Job Requirements:**

**KNOWLEDGE OF:**

Human centered and socially conscious leadership;  
 Pertinent laws, education codes, policies, and/or regulations including Title IX;  
 Personnel processes and procedures;  
 Standard business practices;  
 Program planning and development;  
 Concepts of grammar and punctuation;  
 Instructional procedures and practices;  
 Collective bargaining practices;  
 Recruitment and retention of employees;  
 Practices of personnel administration.

**ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
 Apply cultural competence while working collaboratively with diverse groups and individuals;  
 Meet deadlines and schedules;  
 Set priorities;  
 Problem solve issues and create action plans;  
 Communicate effectively, both orally and in writing;  
 Resolve disputes and diffuse tension;  
 Establish and maintain effective working relationships;

Work with multiple projects, frequent interruptions, and changing work priorities;  
Work with detailed information and maintain accurate records;  
Maintain confidentiality.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. This job is performed in a generally clean and healthy environment.

**Experience:** Five (5) or more years of progressively responsible leadership experience in the school system, including two (2) years of managing staff. Experience working in a merit system agency preferred.

**Education:** Master's degree in education, administration, leadership, psychology, or other closely related field required.

**Equivalency:** A combination of education and experience equivalent to a master's degree in education, administration, leadership, psychology, or other closely related field and five (5) or more years of progressively responsible leadership experience in the school system, including two (2) years of managing staff. Experience working in a merit agency preferred.

**Required Testing**

N/A

**Certificates**

Valid CA Administrative Services Credential  
Valid CA Driver's License

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Drug Test/Proof of physical examination including TB Screen

**FLSA Status:** Exempt

**Salary Grade:** Certificated Management Grade 050

**Approval Date:** March 2023

**Approved:**   
\_\_\_\_\_  
Dr. Sheiveh Jones  
Interim Assistant Superintendent, Human Resources

Revised: April 2025