

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE Director of Human Resources Certificated

### QUALIFICATIONS

**CREDENTIAL:** Appropriate California Credential

**EDUCATION:** Equivalent to completion of a master of arts degree or higher from an accredited college or university in educational administration, personnel administration, or other closely related areas.

**EXPERIENCE:** Five years of experience in a responsible public education administrative or supervisory position, including experience in personnel management, supervision and evaluation of staff, employer and employee relations, or similar areas.

**PERSONAL QUALIFICATIONS:** Prior administrative experience, demonstrated leadership skills, ability to write succinctly and accurately.

### BRIEF DESCRIPTION OF THE POSITION

Under general direction of the Assistant Superintendent, Human Resources, the Director of Human Resources Certificated plans, organizes, and monitors the day to day personnel functions in the Human Resources office; plans, organizes, develops, and maintains personnel processing functions and activities including recruitment, screening, selection, credentialing, licensing, and position control; assists with the planning, development, and maintenance of a comprehensive personnel record management, storage, and retrieval system; provides highly complex staff assistance to the Assistant Superintendent, Human Resources; assists in the supervision of clerical personnel and performs other related duties as required.

### DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, successful fulfillment of job performance will include completion of the following duties and responsibilities:

1. Assists with the identification, development, and implementation of the goals and objectives of the District personnel management program and systems.
2. Assists with the implementation of the District employee evaluation procedures and the monitoring of the evaluation record management system.
3. Assists the Assistant Superintendent by collecting and analyzing comparative personnel data including statistical and compensation surveys and reports.
4. Plans, organizes, and implements the District's certificated recruitment program.
5. Assists with the recruitment and screening for classified positions and related staffing tasks.

6. Assists with the administration and interpretation of the collective bargaining agreements.
7. Assists and guides employees, other agencies, and the public with regard to District policies, regulations, and procedures.
8. Confers with administrators and managers to plan and coordinate personnel operations and activities, including the certificated and classified substitute programs.
9. Monitors the maintenance of records and procedures in regard to transcripts professional growth, salary placement, and tenure.
10. Monitors, assists, and advises certificated staff with credentials and informs administrators and certificated personnel of credential changes and NCLB regulations.
11. Assures appropriate credentialing and legally required compliance for specified certificated personnel assignments.
12. Capably and consistently provides assistance to principals and division heads in determining staff needs.
13. Provides counseling, as needed, to certificated and classified employees to resolve complaints and other matters relating to personnel management.
14. Coordinates and monitors the District's new teacher induction program including clear credentialing requirements.
15. Coordinates personnel activities with other administrative divisions, departments, and offices within the school district related to assigned classified series of employees.
16. Conducts investigations, compiles information and prepares reports of findings as assigned by the Assistant Superintendent.
17. Acts as the liaison between higher education training institutions and the District.
18. Coordinates the District's goals, objectives, guidelines, and strategies for implementation pertaining to the Peer Assistance and Review program.
19. Assists with the development and revision of Board Policies and Administrative Regulations as they relate to the Human Resources Division.
20. Assists with the preparation of the division budget and related concerns.
21. Assists with the development and monitoring of office routine to ensure accuracy and completeness of records and files in compliance with law and established standards.
22. Supervises and evaluates assigned staff.
23. Establishes annual goals, objectives, and indicators of job attainment.
24. Provides timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or schools.

25. Other duties as assigned.

02/25