EXECUTIVE DIRECTOR OF HUMAN RESOURCES

Purpose Statement

Under the supervision of the District Superintendent, plans and directs the program of human resources for certificated and classified employees, including recruitment, selection, employment, and evaluation of the staff of the district in keeping with legal requirements and Board Policy.

Work Year – 225 days

Essential Functions

- Plans, organizes, implements and directs a complete program of personnel management for the certificated and classified services including employee recruitment and selection, examination, employment transfer, promotion, layoff, separation and records management.
- May serve as the Board's representative in the negotiation process with all bargaining unit's exclusive representatives; prepares proposals and counter-proposals; interprets collective bargaining agreements, and coordinate the processing of grievances for certificated and classified bargaining unit members.
- Provides an effective blend of educational services and programs for the District, promoting high quality educational opportunities for all students, and providing leadership for the continuing improvements of all District educational programs.
- Provides direction for all personnel programs within policies of the Board of Education in accordance with the State statutes and regulations.
- Implements collaborative leadership style and training in all areas including, but not limited to staff development, and decision making, as appropriate.
- Assists in the general planning, organization, and management of the District. Serves on Superintendent's Cabinet.
- Identifies and facilitates the development of innovative and effective human resources management through research and remain informed of trends and best practices in personnel administration.
- Supervises and evaluates the Human Resources Department staff.
- Provides all management personnel with useful direction and assistance regarding personnel matters and functions, including orientation to collective bargaining, issues and agreements.
- Prepares and submits reports and make presentations as required by the Superintendent and interprets as needed to the Board and the community, the District's Human Resources goals and objectives.
- Maintains liaison with local, state, and national agencies relative to recruitment, personnel management, and employee/employer relations.
- Supervises the development and revision of procedure manuals in all aspects of human resource services.
- Assists in the development and revision of Board policies, and administrative procedures. Administers and interprets Board personnel policies.
- Administers the certificated and classified staff employment, promotion and assignment programs, including recruiting, screening and evaluating applicants, in keeping with legal requirements and Board Policy.
- Develops and maintains appropriate job descriptions for all certificated and classified district employees.
- Screens applicants for initial district certificated employment and establishs their eligibility for appointment.
- Assumes responsibility for the proper placement of certificated and classified personnel on the salary schedules and administers salary schedule regulations.
- Orients and assigns certificated and classified personnel following employment.
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, termination and disciplinary actions.
- Administers the District's certificated and classified evaluation program.

- Directs the maintenance of all personnel records including applications, employee lists, assignments, salary, credential information, required health tests, class descriptions, organization charts, evaluations and leaves.
- Organizes and administers procedures for employee identification, finger-printing security check and relations with appropriate government agencies relating to employment.
- Administers the program of securing substitute personnel for certificated and classified employees.
- May serve as the Superintendent's designee in the absence of the Superintendent.

Other Functions

- Performs other duties as may be reasonably assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

KNOWLEDGE OF:
Provisions of the State Education Code related to classified and certificated employees; Principles of effective personnel administration; Collaborative decision-making and leadership; Applicable laws, codes, rules and regulations related to assigned activities; Effective research, analytical and report writing techniques; Principles and practices of administration, supervision and training; Interpersonal skills using tact, patience and courtesy; Public speaking techniques.

ABILITY TO:
Plan, organize and administer the human resource office of the district; Interpret and administer rules and regulations of the teacher credentialing system; Provide guidance and give direction to district personnel concerning various phases of employment; Serve as a chief negotiator of the District collective bargaining negotiations team; Delegate responsibility; Train and evaluate the performance of assigned staff; Use collaboration techniques; Analyze and make sound recommendations clearly and concisely on complex problems; Communicate effectively both orally and in writing; Establish and maintain cooperative and effective working relationships with others; Meet schedules and time lines; Work independently with little direction; Plan and organize work; Prepare comprehensive narrative and statistical reports; Direct the maintenance of a variety of reports and files related to assigned activities.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time. Hearing and speaking to exchange information and make presentations. Seeing to read a variety of curriculum and complex financial records and reports. Dexterity of hands and fingers to operate standard office equipment. The job is performed under some temperature extremes and some hazardous conditions.

Education and Experience: Master's degree (preferred) in a related field and two years' experience in a top level leadership role in a public school district or private enterprise involving personnel or policy development.

Certificates & Licenses
Appropriate California Administrative Credential
Valid California or Nevada driver's license.

Continuing Education/Training
Training and attendance at workshops as appropriate.

Clearances
Criminal Justice/Fingerprint Clearance
TB Clearance
Drug Screening
Pre-employment Medical Assessment