MT. DIABLO UNIFIED SCHOOL DISTRICT

DIRECTOR OF HUMAN RESOURCES

Definition

Plans, organizes, coordinates and directs certificated and classified personnel functions including recruitment and selection of certificated and classified personnel. Administers collective bargaining agreements.

Directly Responsible To

Assistant Superintendent, Human Resources

Supervision

Human Resources Assistants
Human Resources Specialists
Human Resources Analysts
Supervises and evaluates other certificated and classified personnel as assigned.

Major Responsibilities

1. Administers the recruitment, selection and placement of teachers and other certificated personnel. **E**

2. Administers the recruitment, selection and placement of classified personnel. **E**

3. Confers with district administrators in personnel matters. **E**

4. Assumes responsibility for the preparation and maintenance of certificated and classified personnel employment records. **E**

5. Assists the Assistant Superintendent, Human Resources, in collective bargaining negotiations with certificated and classified employee units. **E**

6. Assists in the administration of all certificated and classified employee unit contracts and agreements, including but not limited to disciplinary and grievance hearings/investigations. **E**

7. Prepares reports related to certificated and classified personnel staffing. **E**

8. Recruits, selects and assigns substitute certificated and classified personnel. **E**

9. Directs substitute teacher services/system and program. **E**

10. Directs the classified staff development program. **E**

11. Evaluates personnel directly responsible to this Director. **E**

12. Administers the evaluation process for certificated and classified personnel. **E**

13. Assists in the development of wage and salary compensation for all certificated and classified employees and analyzes, evaluates, maintains and recommends job classification changes. **E**

14. Counsels with individuals or groups of employees regarding personnel problems. **E**

15. Develops and implements policies and procedures related to certificated and classified personnel. **E**

16. Assists in the administration of the District's human relations programs and activities. **E**

17. Maintains a relationship with teacher placement agencies and teacher training institutions. **E**

18. Assists in staffing patterns and projections. **E**

19. Confers, upon the direction of the Assistant Superintendent, Human Resources, with District's legal counsel in matters related to personnel functions and responsibilities. **E**

20. Delegates to those under the supervision of this Director such powers and duties deemed advisable, but continues to be responsible to the Assistant Superintendent, Administrative and Personnel Services, for the execution of the powers and duties delegated. **E**

21. Attends job-related meetings and activities specified by the Assistant Superintendent, Human Resources. Assistant Superintendent, Human Resources. **E**

22. Performs additional duties as assigned by the Assistant Superintendent, Human Resources.

23. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Ability to exhibit the qualities of leadership essential to the successful administration of a comprehensive program of certificated and classified administration.

2. Ability to exercise good judgment and tact.

3. Ability to cope with emergency situations.

4. Knowledge of basic elements of instruction.

5. Knowledge of effective employee supervision and evaluation procedures and techniques.

6. Ability to speak and write effectively.

7. Knowledge of principles of organization and management.

8. Ability to work effectively with all segments of the educational community and general public.

9. Ability to analyze problems, make decisions or recommendations, and be responsible for those decisions.

10. Ability to rapidly assimilate the facts, conditions and implications of problems suddenly thrust upon the office and to organize an effective administrative response to them.

11. Knowledge of the principles of staff development and training.

12. Knowledge of state and federal laws pertaining to certificated and classified personnel.

13. Ability to design and implement procedures.

14. Knowledge of school district operations and procedures.

15. Skill in working with diverse groups and individuals in a manner that achieves district goals.

16. Skill in translating Board and district policy to various employees, individuals and groups.

17. Ability to supervise and direct a large staff or department.

18. Knowledge of credentialing.

19. Knowledge of the collective bargaining process and contract management.

Education, Training, and Experience

Post graduate work in school administration, curriculum and instruction, or a related field; Possession of an appropriate school administrative credential. Experience as a school site administrator is desirable, as well as experience in directing/supervising the work of others. Education or training in personnel administration, including, but not limited to: collective bargaining, contract administration, grievance resolution, employee discipline, complaint resolution and staff development.

Environment

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

Physical Abilities

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers' Association
Range 29 - 248 Days
Adopted by the Board of Educations: June 22, 2010
Revised: April 27, 2020