

SAN YSIDRO SCHOOL DISTRICT

TITLE: Director, Human Resources

REPORTS TO: Superintendent and/or the Assistant Superintendent of Admin. Leadership, School Support & Safety

DEPARTMENT: Human Resources

CLASSIFICATION: Management

FLSA: Exempt

SALARY GRADE: Certificated Director Salary

REVISED: September 2023

BOARD APPROVED: September 2023

BASIC FUNCTION: Under the direction of the Superintendent and/or the Director of Human Resources is responsible for developing, directing, and administering all aspects of personnel and human resources, which include developing trust and good working relationships with all employee groups, management, and the Board of Education. The Director serves as a resource person in all matters of recruitment, hiring, evaluation, performance reviews, and maintenance of personnel files, collective bargaining (as directed), and compiles and maintains all collective bargaining agreements.

ESSENTIAL DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to reflect the principal job elements accurately.)

- Manage day-to-day operations of the Human Resources department (e.g., administers methods, systems, and procedures) to maximize efficiency.
- Leads, models, and maintains positive trusting relationships district-wide
- In collaboration with the Superintendent and the Assistant Superintendent of Admin. Leadership, develops, plans, and evaluates Human Resources procedures, policies, and protocols to ensure the department operates effectively and efficiently.
- Administer various personnel policies and programs (e.g., orientation, contracts, compensation schedules, salary placement, professional development, recruitment efforts, etc.) to conform to district policies, relevant laws, contracts, and agreements.
- Advise the Superintendent and Assistant Superintendent of Admin. Leadership, School Support on various employment topics/concerns to ensure they are kept informed of current issues at all times.
- Assist the Superintendent and Assistant Superintendent of Admin. Leadership, School Support to oversee the personnel processes (e.g., recruitment, selection, hiring, etc.) to fill openings with qualified personnel and ensure compliance with licensing, credentialing and district, state, and federal requirements.
- Review departments/school sites to ensure human resources practices and requirements are implemented as directed by District procedure, policy, and/or state/federal regulation.

- May be required to collaborate with and participate in the District negotiation team, at the direction of the Superintendent, to assist in district negotiation of labor agreements, developing proposals, and recommending negotiation strategy.
- Develop staffing proposals to meet District goals, student needs, and staffing ratios within budget considerations and Education Code requirements.
- Ensure certification processes (e.g., notice employees with certification changes/expiration dates/compliance with NCLB/Highly Qualified) to ensure certificated staff is properly certified per state and federal regulation.
- Review all outside contracts and agencies for licensing, credentialing, and state and federal background checks.
- Coordinate with the Business Services Department to ensure the District complies with applicable state and federal regulations and documents (e.g., contracts, wage notices, letters of assurance) to ensure employees are paid per the wage document and as directed by the Governing Board.
- Collaborate with the business services department to accurately maintain and monitor position control in all schools and departments.
- Direct employee and contracted external agencies background and fingerprint process to ensure the District complies with applicable state regulations.
- Direct recruitment functions (e.g., job fairs, social media, job postings, development of applications, policies, procedures, training, supervisor orientations) to ensure that selection procedures comply with applicable federal and state regulations.
- Implement personnel policies and programs to conform to relevant laws, contracts, and agreements.
- Interpret Governing Board policies, collective bargaining agreements and state and federal regulations to ensure the District complies with overall human resource practices.
- May investigate employee grievances and/or complaints in compliance with district board policies.
- Serves as the District Title IX Coordinator.
- Manage Human Resources database systems (e.g., PeopleSoft) to ensure systems function, provide accurate/timely information, and perform the intended service.
- Monitor all employee appraisal processes and staff on plans for improvement to ensure highly qualified staff are retained by the district in compliance with regulation and policy.
- Monitor department financial activity to ensure that allocations are accurate, expenses are within budget, and/or fiscal practices are followed.
- Prepare various written materials (e.g., reports, memos, letters, policies, district calendar, etc.) to document activities, providing written references and/or conveying information in a professional manner.
- Research a wide variety of information (e.g., current personnel practices, salary comparable analysis, job descriptions, board policies, codes, laws, etc.) to provide information, recommendations, and/or address various administrative requirements.

- Create, update, and distribute employee handbooks and collective bargaining agreements other printed materials as related to personnel matters.
- Responsible for maintaining certificated and classified staff ratios districtwide.
- Attend board meetings and prepares reports as requested.
- Provide employee discipline, investigations, and employment support to ensure consistent policy application.
- Serve as a substitute for principals and other administrators as needed.
- Performs other related duties as required or assigned.

Ability to:

- Provide on-site support to principals as requested by the Superintendent or Assistant Superintendent of Admin. Leadership, School Support & Safety.
- Exercise confidentiality.
- Respect and follow the chain of command.
- Communicate effectively and courteously, verbally and in writing. Prioritize, organize, and work independently.
- Revise priorities as requested by the Superintendent or Assistant Superintendent of Admin. Leadership, School Support & Safety.
- Concisely present a point of view.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain effective organization, community, and public relationships.
- Stimulate and motivate collaborative team efforts and provide leadership
- Participate in the evaluation of instructional programs and personnel, especially site administrators,
- Outstanding leadership, collaboration, communication, listening, proactive problem solving and team building skills.
- Establish and maintain positive, cooperative, collaborative, and effective, trustworthy, and productive working relationships with the Governing Board, Superintendent, Cabinet, management, staff, families and the community, and county, state and federal agencies.
- Effectively communicate with individuals from staff, families, the community, county, and state individuals of varied cultural and education backgrounds, communicate in oral and written form.
- Exceptional problem-solving skills to ensure the peaceful and smooth operations of the district working collaboratively to problem solve.
- Management of the overall operations of the district, programs, events, personnel, programs, and more.
- Consistently works as a collaborative, positive, communicative, and supportive partner to the Superintendent. Accepts direction and guidance from the Superintendent. Strongly supports the vision, mission, goals and direction of the Governing Board and Superintendent.
- Excellent school leadership skills.

- Provide direction to others and sound judgment in decision making.
- Ability to be flexible and responsive to the day-to-day needs of the district and schools.
- Ability and flexibility to work at and drive to various District, school and outside of district work locations multiple times per day.
- Strong computer and software skills.
- Solid understanding of the California Professional Standards for Educational Leaders.

MINIMUM QUALIFICATIONS:

- A minimum of five (5) years of successful experience as a school principal
- California Clear Administrative Services Credential
- California Teaching Credential
- California Driver's License
- Master's degree in Educational Administration or closely related field.

DESIRED QUALIFICATIONS:

- Ability to communicate in Spanish

WORKING CONDITIONS:

Indoor and outdoor district, school and out of district settings which can include office and outdoor interactions. Meetings throughout the district and at the county and state levels.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting, or standing or walking for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects. Ability to work at various and multiple school and district locations on a day-to-day basis. Ability to travel to county, state or federal meetings.