CERTIFICATED MANAGEMENT			
Work Location	Roseland School District	**Responsible To**	Superintendent or designee
Work Year	222 work days - 12 months	**Hours**	Full-time (8 hours per day)
Salary	Certificated Director of Human Resources Salary Schedule	**Benefits**	Eligible for Certificated Benefits On a Pro-Rata Basis for FTE of 50% or more
FLSA Exempt - Considered Essential Staff/Disaster Service Worker during any emergency or crisis.			

Definition:
Under the direction of the Superintendent, support the planning, coordination, implementation and delivery of services within a comprehensive and equity minded human resources program for certificated and classified employees in compliance with laws, California Education Code, Board policies and administrative regulations, collective bargaining agreements and established personnel practices and procedures. Coordinate, implement and support programs and initiatives to address staff shortages. Oversee Human Resources Department personnel.

Duties and Responsibilities:
Duties and responsibilities may include, but are not limited to, the following:

- Responsible for district-wide certificated personnel programs including recruitment, hiring, contracts, promotion, assignment, transfers, evaluations, terminations, job descriptions, salary schedules, work day calendars, health benefits open enrollment and units for salary advancement.
- Develop, coordinate, implement and support programs and initiatives to create a teacher pipeline including the development of alternative teacher credential programs to increase the number of available credentialed teachers and substitutes.
- Responsible for special projects, grants and initiatives related to personnel.
- Advise site supervisors and program administrators with personnel issues including interpretation of collective bargaining agreements, evaluation, and performance management.
- Design, plan and implement professional development and training programs for certificated personnel.
- Process new certificated personnel ensuring proper verification and completion of required paperwork and clearances.
- Recruit, place, monitor and assist with training of substitute teachers.
- Direct the certificated employee layoff process in collaboration with legal counsel including update and maintenance of the certificated seniority list.
- Direct and oversee the classified employee layoff process.
- Management and resolution of personnel issues including interactive process meetings, complaints, grievances and employee discipline;

- May serve as lead negotiator of the union negotiations team in employer/employee relations and coordinate preparation for negotiations.
- Participate in formal and informal meetings with bargaining unit leadership to address issues, resolve conflicts, promote open communication and support positive labor relations.
- Work with SCOE credentials staff to resolve issues related to assignment monitoring, employment, waivers, and substitutes.
- Develop and maintain accurate records including personnel files, staffing allocation, staffing needs, leaves of absences, resignations, retirements and transfers.
- Develop and maintain current job descriptions for certificated positions.
- Coordinate, attend, and conduct a variety of meetings and committees including District and Charter board meetings.
- May serve as a member of the Superintendent's Cabinet.
- Participate in the preparation of data collection for CALPADS and CalSAAS and prepare or assist with other personnel reports and surveys.
- Prepare certificated employment contracts including summer employment.
- Supervise, train and evaluate performance of assigned personnel.
- Administer employee health and safety program, including mandated and other employee training.
- Conduct and prepare disciplinary investigations, documentation and recommendations.
- Respond to grievances and other association concerns.
- Address employee concerns and other personnel matters.
- Develop, prepare and recommend new and revised policies and procedures to the Board of Education related to personnel.
- Examine and develop personnel procedures, including screening procedures for identifying qualified applicants and proficiency testing, in accordance with laws and district regulations.
- Screen and/or supervise the screening of applicants.
- Interpret Board Policies, Education Code, employee contracts, and other employment regulations.
- Prepare necessary reports as required by the County, State, or Federal Government as well as the School Board and the Superintendent.
- Recommends solutions to a variety of complex issues for the purpose of addressing general needs and responsibilities of the department.
- Serves as the employee safety officer, affirmative action officer, non-discrimination coordinator, compliance officer, etc. for the district.
- Represents the district at county and state personnel related meetings and committees.
- Attends Board meetings and presents reports, discussions and recommendations to the Governing Board and Board of Trustees.
- Works collaboratively with RESIG and payroll technician regarding leave and medical restriction issues that impact return to work, pay and/or benefits.
- Maintains and enters certificated employee data in a variety of employee tracking databases and/or programs such as Aesop, Escape and Target Solutions.
- Provide support to the human resources classified department as needed.

- Serves as subject matter expert to staff and management regarding leaves, absence management and disability accommodation in accordance with applicable laws and policies, including department specific attendance guidelines and/or policies.
- Administers and coordinates certificated employees leaves of absence requests, leaves of absences, including personal leave, medical leave, bereavement leave, military leave, leave without pay, parental leave and workers' compensation related absences.
- Advises and counsels certificated employees and supervisors on leave eligibility, interaction and job implications and guidelines.
- Ability to collaborate with Fiscal Services/Business Services to develop budget projections related to position development. Possesses an understanding of practices and principles related to position control.
- Create and negotiate agreements related to student teacher and intern placements.
- Performs such other related duties as required by Superintendent.

Knowledge, Skills and Abilities:

- Principles, objectives, operations, practices and trends related to human resources in an educational environment;
- Principles, techniques, and procedures involved in the recruitment and selection of certificated staff, including building and sustaining a diverse workforce
- Principles, techniques, guidelines and strategies of labor relations and collective bargaining;
- Practices, procedures and policies involved in the investigation of grievances, employee disciplinary matters, complaints and other personnel issues;
- Employee data systems and workflow automation processes
- Methods, procedures and terminology used in benefits administration, credentialing and payroll processing.
- Principles and practices of evaluation, administration, supervision and training
- Principles and practices of administration, supervision, and training
- Applicable laws, codes, regulations, policies and procedures

Qualifications:

- Skills to manage personnel and programs, communicate effectively, and problem solve.
- Knowledge of personnel, education code, and district policies.
- Ability to provide direction to others and make independent judgments.
- Ability to meet deadlines, maintain accurate records, and maintain cooperative working relationships.

Education and Experience:

- Valid CA Administrative Services Credential.
- Master's Degree in a job-related area is highly desirable.
- Experience as a Human Resources administrator; or
- Completion or willing to complete ACSA Personnel Academy.

Licenses and Other Requirements:

- Possession of valid California Driver's License. (Driving is an essential function of the job). This position may require travel by employee's own vehicle to the district's school sites, trainings and/or conferences.
- Fingerprint and TB clearance
- Bilingual English/Spanish highly desirable.

Physical Demands:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The District office is currently equipped with sit/stand working stations to allow alternating between sitting and standing. However, sitting for extended periods of time when performing duties outside the work office may be required.
- Periodic handling of light weight supplies.
- Occasional bending and reaching with hands and arms.
- Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent and repetitive use of computer, mouse and keyboard.
- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.
- Travel to the district's school sites, meetings, training venues, etc. is essential to perform the duties of this particular position.

Board Approved: September 15, 2021