

**MANAGEMENT JOB DESCRIPTION**

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**DIRECTOR OF HUMAN RESOURCES  
SERVICES AND SUPPORT**

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**JOB SUMMARY:**

Under administrative direction from the Assistant Superintendent for Human Resources Services and Support, coordinates the programs of recruitment, medical examinations, testing, performance evaluation, employee discipline and counseling, credentials, and contract management for employees; and committed to teamwork, collaboration, and cross-training job functions to provide optimum services for students, staff, and community along with general support in all Human Resources functions.

**ESSENTIAL JOB FUNCTIONS:**

- Commits to District's Vision and Values including quality staffing.
- Plans, develops, and implements the employment programs for employees; including, but not limited to: recruitment, personnel recommendations and assignments; performance evaluations; salary schedule placement; exit interviews; data-driven reports; surveys; staff development and professional growth; online employment application process; and medical examinations for applicants and employees.
- Assists supervisors with employee-related issues and concerns.
- Assists employees regarding work problems.
- Provides technical personnel support to all District sites, departments, and provides administrative and technical staff assistance to Assistant Superintendent of Human Resources.
- Assists in determining site certificated staffing needs based on student enrollment and current staffing allocation.
- Coordinates the screening, interviewing, and employment of personnel; prepare postings for open positions; interviews and screens applicants; assists applicants regarding questions about positions; and refers applicants to sites for interviews.
- Directs the preparation of recommendations for employment, transfers, leaves of absence, resignations, and retirements or terminations of personnel.
- Collaborates with universities and sites; coordinates the placement of student teachers and interns; and collaborates with Instructional Services and Support in the development of Districtwide certificated training programs.
- Supervises and evaluates Human Resources staff as assigned.
- Monitors master schedules to ensure compliance with staffing allocations and contract requirements.
- Monitors assignments of teachers to ensure compliance with credential requirements and supervises work on credential applications.
- Assists with the annual evaluation of staff; and monitors and participates in employee discipline.
- Directs and supervises the assignment of substitutes to positions within the District.
- Selects, supervises, trains, and evaluates assigned staff.

- Monitors program and site compliance with pertinent rules, regulations and laws regarding employment; and assists in ensuring the District's Affirmative Action Program is carried out.
- Represents the District at meetings, and prepares, presents, and assists with reports concerning personnel and other correspondence.
- Represents the District at meetings and conferences related to employment.
- Serves on various District committees with support to all divisions and sites
- Utilizes high-tech procedures for application process and reports.
- Coordinates the teacher preparation program with the California Commission on Teacher Credentialing.
- Performs other related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Credential:**  
Administrative credential required.
- **Education:**  
Experience in human resources administration; including position classification and compensation; state credentialing program; recruitment and selection of personnel; policy development; employer-employee relations highly desirable; and experience as a school principal.
- **Personal Qualities:**  
Ability to communicate orally and in writing; establish and maintain cooperative and effective working relationships with others; analyze situations and adopt effective course of action; meet schedules and timelines; assimilate and evaluate data in order to prepare sound recommendations; prepare clear and comprehensive reports; and interpret, apply, explain laws, codes, regulations, policies, and procedures. Bilingual (English/Spanish) preferred.

*Management Salary Schedule*

BOARD APPROVED:

REVISION DATES:

4/17/07