LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Position Description

TITLE: Director II- Classified, PSS

REPORTS TO: Assistant Superintendent

DEPARTMENT: PSS

CLASSIFICATION: Certificated or Classified Management

FLSA: EXEMPT

WORK YEAR: 221 Days (Certificated) 244 Days (Classified)

SALARY RANGE: Management Salary Schedule

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent of Personnel Support Services, this position is responsible for overseeing Classified Personnel for the district. The Director II collaborates with Superintendent, Assistant Superintendents, Directors, Classified and Certificated Administrators, Confidential and Classified Staff and CSEA Leadership to ensure the classified collective bargaining agreement is followed.

REPRESENTATIVE 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 are intended to accurately reflect the principle job elements.

ESSENTIAL JOB FUNCTIONS:

- Supervise and provide day-to-day personnel management of staff assigned to Personnel Support Services
- Oversee classified position classifications, staffing ratios, reclassification review, salary placement, and compensation studies/surveys and makes recommendations regarding equitable job relationships and pay practices
- Provide leadership to the departments of Personnel Support Services
- Collaborate with Personnel Support Services Team.
- Develops, revises, and implements classified personnel procedures, forms, guidance documents, and handbooks to support compliant and consistent personnel practices
- Coordinates and authorizes classified personnel transactions including employment, promotion, transfer, reassignment, leave, layoff and separation actions
- Oversee classified employee termination process
- Oversee district response to violations of Classified Bargaining Agreement.
- Foster a positive working relationship with Classified Bargaining Unit Leadership and members
- Collaborate with legal counsel on Classified matters
- Serve as a member of the District Negotiating Team
- Collaborate with District Lead Negotiator
- Coordinate regularly scheduled collaboration sessions with CSEA leadership
- Acts as a resource to and collaborates with site, classified and district administrators
- Assist with Uniform Complaints involving district employees
- Collaborate with Director of Risk and Safety in cases of Workers Compensation involving classified employees
- Coordinates, as assigned, the interactive process and return to work efforts for classified employees in collaboration with Risk Management and other departments
- Monitors and ensures compliance with applicable federal and state employment laws, Education Code, Board policies, administrative regulations and equal employment opportunity requirements affecting classified personnel
- Maintains the confidentiality of information used in personnel issues and/or District functions and ensures proper maintenance, security and confidentiality of personnel records
- Demonstrate high visibility at district sites and district office

- Supervise and evaluate the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment. Recommends appropriate action in cases of substandard performances and identifies/encourages/coaches individual staff members with leadership potential
- Utilize technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action
- Perform research and special projects as requested
- Works independently, establishes and maintains project deadlines, manages multiple projects., works with a variety of individuals and groups, communicates orally and in writing and travels to various locations as needed
- Keeps the Assistant Superintendent informed and works cooperatively with all other administrators in district-related matters. Maintains communication through administrative channels to and from program staff.
- Operates a computer and assigned software programs; operates other office equipment as assigned
- Schedule a work year calendar that supports the summer programs and employees working during the summer
- Supervisor of site principals
- Assists and supports certificated staff/LETA as needed or if necessary
- Performs other duties as assigned

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

- Classified Employee Collective Bargaining Agreement
- 4000 Series of Board Policies and Administrative Regulations
- Educational Requirements for Classified Personnel and licensing and permit requirements for preschool program and teachers
- School district organization, operations, policies, and objectives
- Skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes
- Complaint Procedures
- Investigatory skills
- Oral and written communication skills
- Strong interpersonal skills to effectively work with diverse groups

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education Required: Bachelor's Degree in a related field required. Master's Degree and Doctorate desirable.

Experience Required: Three years successful teaching and/or administrative experience required.

Licenses, Certifications, Bonding and/or Testing Required: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance; Negative pre-employment drug screen test; Negative TB results; California State Administrative Credential if applicable

WORKING CONDITIONS:

1. Environment:
    a. Office environment at the District Office; Outdoor environment at school, classroom environment
    b. Demanding timelines
    c. Subject to driving to a variety of locations to conduct work during the day, evening and weekend hours.

2. Physical Abilities:
    a. Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
    b. Position requires occasional carrying, pushing, pulling or lifting to 25 pounds
    c. Walking, sitting and/or standing for long periods
    d. Occasional bending at the waist, kneeling, or crouching to file materials
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Occasionally carries materials on stairs, reaches overhead, above shoulders, and horizontally
    g. Visual ability to read, prepare/process documents and small figures

h. Mobility to travel to various school sites, conferences and workshops required

3. Hazards
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services.