**LAKE ELSINORE UNIFIED SCHOOL DISTRICT**
**Position Description**

| | | | |
|---|---|---|---|
| **TITLE:** Director II – Personnel Support Services | | **REPORTS TO**: | Assistant Superintendent |
| **DEPARTMENT:** PSS | | **CLASSIFICATION:** | Certificated Management |
| **FLSA:** | EXEMPT | **WORK YEAR:** | 222 Days |
| **ADOPTED:** | June 9, 2022 | **SALARY RANGE:** | Certificated Management |

**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 oversees and facilitates district Uniform Complaints dealing with district employees. 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. The Director II is responsible for collaborating with the district lead negotiator and leading negotiations for CSEA-Classified and CSEA- Preschool units. In addition to negotiations, the Director II is responsible for all aspects related to grievances and collaboration over the collective bargaining agreement and discipline matters, ensuring consistency among school sites in handling attendance, transfers, disciplinary referrals for Administrative Hearing due process, and multi-level School Attendance Review Board (SARB) proceedings. The Director II works in a collaborative, team environment.

**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 (E):**

- Supervise and provide day-to day personnel management of staff assigned to Personnel Support Services
- Provide leadership to the departments of Personnel Support Services
- Collaborates with Personnel Support Services Team.
- Supervise, classified employee recruitment, retention, and release
- Oversees classified employee termination process
- Oversee district response to violations of Classified Bargaining Agreement.
- Fosters a positive working relationship with Classified Bargaining Unit Leadership and members
- Collaborate with legal counsel on Classified matters
- Facilitates negotiations for CSEA- Classified and CSEA Preschool units.
- Collaborates with District Lead Negotiator and Superintendent
- Coordinates regularly scheduled collaboration sessions with CSEA leadership
- Acts a resource to and collaborates with site, classified and district administrators
- Keeps district superintendent informed
- Receives, coordinates, delegates, investigates Uniform Complaints involving district employees
- Collaborates with Director of Risk and Safety in cases of Workers Compensation involving classified employees
- Coordinates and communicates classified staffing ratios
- Maintains the confidentiality of information used in personnel issues and/or District functions
- Demonstrates a high visibility at district sites and district office
- Supervise and evaluates 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
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action
- Performs 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
- Keep the District Superintendent informed and work cooperatively with all other administrators in district related matters. Maintain 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
- Oversee the budget for district preschool program
- Assist and support certificated staff/LETA as needed or if necessary
- Perform other duties as assigned

**JOB REQUIREMENTS: QUALIFICATIONS**

**Knowledge of:**

- Classified Employee Collective Bargaining Agreement
- 5000 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/Experience Required:** Bachelor's Degree from an accredited college or university, Master's Degree; Five (5) years of site administrative experience.

**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

**WORKING CONDITIONS:**

1. Environment:
    a. Office environment at the District Office; Outdoor environment at school, classroom environment
    b. Demanding timelines/subject to frequent interruptions and daily contact with staff/community

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 up 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, conference 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.*