Position: Director - Human Resources	FLSA: Exempt	Work Days: 223
Reports to: Deputy Superintendent or Designee	Salary: Classified Management Salary Schedule – Range C	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Director - Human Resources plans, organizes, and directs Human Resources operations and support functions to coordinate priorities, timelines, responsibilities, and cross-departmental workflows. This position supports executive priorities, labor relations and negotiations, management hiring, ensuring follow-through and organizational accountability. The Director also leads HR systems development, resource organization, staff support, and process improvement to strengthen efficiency, consistency, compliance, and service delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Plan, organize, and direct Human Resources operational systems and support functions, including leading systems development and maintaining HR protocols, and resources to improve efficiency and consistency across priorities, timelines, and responsibilities.
- Monitor workflow, assignments, and deadlines to support timely completion and follow-up on outstanding items.
- Track Requests for Information, grievances, cease and desist notices, PERB matters, and demands to bargain; coordinate with departments and legal counsel to support timely responses.
- Support labor negotiations planning and organization by coordinating timelines, preparing materials, tracking proposals and responses, organizing related documents, and ensuring efficient communication and follow-through throughout the negotiations process.
- Direct recruitment and hiring processes from initiation through completion, including tracking timelines, monitoring progress, and coordinating communication with key staff.
- Coordinate Public Records Act (PRA) requests assigned to Human Resources by organizing meetings, tracking responsibilities, monitoring deadlines, and ensuring timely completion and review.
- Develop and maintain systems that improve organization, reduce duplication of work, and strengthen accountability within Human Resources.
- Conduct audits of HR templates, forms, and protocols; revise outdated materials and develop new resources to support department needs.
- Coordinate and support the expansion and consistent use of staff knowledge base systems by identifying content needs, organizing resources, and supporting department implementation.
- Assist in the planning and coordination of staff recognition systems.
- Support start-of-school planning and operational coordination by organizing tasks, timelines, and communication to improve efficiency and reduce administrative burden.
- Support onboarding, training, and ongoing guidance by coordinating resources, clarifying processes and expectations, and promoting consistent operational practices across departments. Partner with leaders and their support staff to maintain systems for tracking compliance, action items, and recurring monthly and annual tasks.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may qualify a candidate for this position. A typical path to qualification includes:

- Education: Equivalent to a master’s degree from an accredited college or university in education, educational leadership/administration, public administration, human resources, business administration, or a closely related field.
- Experience: Five years of progressively responsible experience in a K–12 educational or public agency setting, including at least two years in a leadership or administrative capacity at the principal level or higher (or equivalent experience).

LICENSES AND CERTIFICATES

- Valid California driver’s license required