



Fremont Union High School District

Position: Director of Human Resources

Department/Site:	District Office	Compensation:	Based on Salary Schedule
Reports to/ Evaluated by:	Assistant Superintendent of Administrative Services		

Summary of Basic Functions & Responsibilities

Under the direction of the Assistant Superintendent of Administrative Services and District Superintendent, the Director of Human Resources will work to help build a professional culture of accountability and continuous improvement in accordance with the laws of California and the policies, procedures and regulations of the Fremont Union High School District.

Essential Duties & Responsibilities

The Director of Human Resources may perform any combination of the essential functions shown below, but this is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position.

- Direct the recruitment, screening, and selection of District personnel.
- Maintain, monitor, and revise as needed an appropriate program to assure Fair Employment Practices and compliance with Title IX under the supervision of the Title IX Coordinator.
- Maintain recruitment, employment, and retention standards which guide the district staff to hire the most qualified employees who are knowledgeable of and sensitive to the diverse ideas and attitudes of world cultures.
- Implement and maintain personnel management practices to assure compliance with federal and state guidelines.
- Provide management and other employees with technical advice and assistance as it relates to employment issues.
- Conduct the evaluation of HR office staff.
- Oversee the monitoring of the employee evaluation process.
- Oversee the orientation and induction for certificated personnel
- Conduct negotiations with FEA and CSEA
- Oversee certificated credentialing compliance
- Supervise the maintenance of certificated personnel records including salary information
- Oversee the implementation of employee benefits programs for certificated personnel
- Oversee the Leave of Absence process for certificated personnel.
- Assist in the review and revision of district personnel policies and administrative regulations.
- Oversee the maintenance of secure employee personnel files.
- Serve as the Custodian of Records (fingerprints)
- Assist with position control
- Review and revise job descriptions
- Assist with planning and implementation of the Master Schedule and staffing.
- Perform other duties as assigned as it relates to the function of this position

KNOWLEDGE AND ABILITIES:

- Principles and practices of administration, supervision, and training
- Ability to modify systems, procedures, and programs within area of responsibility
- Advanced verbal and written communication skills, and techniques in conceptualization and creativity
- High-level English, grammar, spelling, composition and vocabulary
- School District organization, rules and regulations; applicable laws and statutes
- Working effectively with people from different cultures and valuing the interests of our diverse community
- Interpersonal skills using tact, patience and courtesy to adapt to divergent situations
- Recruiting and hiring personnel
- Experience with classified/certificated/Adult Ed employee labor issues
- Experience with investigating employee misconduct

ABILITY TO:

- Ability to work independently with a high degree of self motivation
- Effectively articulate complex and sensitive information verbally and in writing
- Exercise frequent use of discretionary judgment in varied situations
- Perform objective research, compiling data and other information
- Follow oral and written directions
- Read, understand, apply and explain technical policies and materials
- Work cooperatively and effectively with parents, administrators and the public.
- Work efficiently as a team member; establish/ maintain cooperative, effective working relationships with others
- Train, supervise, and evaluate the performance of assigned staff
- Meet time lines, plan and organize projects and workload, complete tasks and assignments with many interruptions

EDUCATION AND EXPERIENCE:

Qualifications:

Required: Valid Administrative Credential

Education: Required – B.A. or B.S.
 Desirable – M.A. or M.S.

Experience: Required - Administrative experience at the site and/or district level
 Desirable -- Experience with certificated labor issues

Experience with recruiting and hiring certificated and classified staff.

Working Conditions:

- Indoor, office setting. Occasional public contact with emotional, dissatisfied, or demanding individuals.

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone; seeing to read prepare and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.