JOB DESCRIPTION

POSITION: Director of Human Resources
(Senior Management Position) Exempt Position
SALARY PLACEMENT: Certificated Management

DUTIES:
The Director of Human Resources shall serve as a support to the Superintendent. The Director of Human Resources shall have the overall responsibility for the recruitment, selection and hiring recommendations for classified and certificated personnel.

DIRECTLY RESPONSIBLE TO:
Superintendent

RESPONSIBILITIES:

- Serves as a principal member of the management negotiating team in employer/employee relations, including contract development and management.
- Assists Superintendent in confidential personnel issues including investigations and progressive discipline.
- Responsible for the supervision of personnel office staff and conducts performance evaluations on all assigned staff.
- Independently answers inquiries and supplies information on a wide range of technical and program matters for administrators, teachers, staff and parents.
- Coordinates work of other staff members to ensure that records are complete and accurate; distributes tasks as required.
- Jointly responsible with Chief Business Officer for the maintenance of payroll records to audit standards.
- Prepares and recommends new and revised Board policies and administrative regulations to the Superintendent and Board of Education.
- Revises and updates job descriptions.
- Responsible for salary placement, monitoring of credentials, units and TB tests.
- Responsible for the coordination of transferring personnel related information for the maintenance of an accurate payroll record system.
- Ensures legality and security of information contained in personnel files.
- Coordinates the gathering of information and preparation of various reports such as the R-2 Report, J-90 Report, CBEDS Reports, and various personnel-related surveys year round.
- Prepares as directed certain reports and information for the Superintendent, Board of Trustees, and various state and federal agencies.
- Responsible for recruitment, promotional opportunities, discipline procedures, and termination procedures.
- Maintains records and prepares notices and documents related to employment contracts, assignments, employment status, resignations, leaves of absence, job performance evaluations.

- Responsible for preparing and updating insurance benefit and rate information as well as conducting open enrollment periods.
- Serves in compiling information for budgetary purposes.
- Coordinates development of Board agenda items.
- Coordinates and administers the Workers' Compensation Program.
- Participates in developing student enrollment projections.
- Assists in the projecting/establishing of staffing needs including position control.
- Coordinates and ensures legal compliance with district interview process.
- Coordinates the preparation and distribution of welcome back packets of each school year.
- Supervises the preparation and implementation of a standard operational procedures manual for Human Resources.
- Assist in the development/revision of certificated and classified staff observation and evaluation forms and procedures.
- Participates in the development of calendars for the school year.
- Responsible for the coordination of staff professional development and assists in training District personnel as needed.
- Administers the staff selection process, places ads, paper screens job applications, arranges appointments for interviews with screening committees, manages all applicant's files, prepares interview packets for screening committee, prepares contracts for employment and prepares initial placement papers related to new hires.
- Responsible for auditing sick leave, personal necessity and vacation days.
- Responsible for the coordination of district substitute support services.
- Responsible to monitor credential compliance for certificated employees.
- Responsible for unemployment claims.
- Serves as primary liaison with insurance companies. Prepares insurance claims and contract documents.
- Supports the operation of the school offices; assists in training clerical personnel as needed; provides support to school/office related operations.
- Serves as a liaison with various insurance related organizations and serves on assigned committees.
- Responsible to attend Board meetings and prepare personnel reports and agenda items for the Superintendent and Board of Trustees.
- Responsible for the District SARB Process.
- Serves as the District's Title IX Coordinator.
- Perform other related duties as assigned.

QUALIFICATIONS:

Education: Shall hold or qualify for a valid administrative services credential, have a master's degree, have experience in teaching and administration at various grade levels, have experience supervising and evaluating classified and certificated personnel, have knowledge of effective teaching methodologies and have demonstrated knowledge in public school labor laws.

KNOWLEDGE OF:
Budget principles and techniques; applicable district policies and state laws and regulations; payroll and personnel management principles; district organization and functioning, research techniques and statistical principles and procedures; basic principles of data processing; and basic working understanding of categorical programs.

ABILITY TO:
Communicate both verbally and in writing; gather and analyze financial and personnel data and make appropriate recommendations; interpret the provisions of the Education Code relating to certificated and classified personnel; establish and maintain cooperative relationships with other departments; perform arithmetic calculations accurately.

ADA REQUIREMENTS
Sit for extended periods at a desk, conference table or in meeting rooms; frequently stand and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical agility to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers and FAX.

REVISED: 2021
BOARD APPROVED: Pending Board Approval