

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - PERSONNEL DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Human Resources, plan, organize, control and direct personnel needs; coordinate leadership opportunities, teacher education and hiring, evaluation processes, and recruitment efforts; coordinate communications between administrators and personnel; supervise assigned personnel.

ESSENTIAL FUNCTIONS:

Establish and execute a Leadership Program for district administrators focused on and aligned to district initiatives; provide opportunities for all levels of administrative employees to obtain the knowledge, skills and competencies needed.

Plan, organize and implement short and long term programs and activities designed to educate, train, and hire teachers.

Analyze the personnel needs of the district and then plan, organize, control and direct certificated and classified recruitment.

Develop and coordinate job postings, prepare and place job advertising in various media.

Monitor substitute needs for the district and plan, organize, communicate and execute plans to address needs for substitutes; handle all issues related to the Substitute Services.

Direct, manage, and control all activities related to Public Records Requests.

Research, implement, and monitor the evaluation process and procedure for employees.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflict and exchange information.

Respond to and resolve complaints, grievances, and unfair labor practices and related conflicts.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and conduct a variety of meetings, as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of assigned areas of personnel.

Principles and techniques of personnel administration, classification recruiting, examining and training techniques.

Pay compensation plans.

Federal and State legislation regarding equal employment opportunities and federal employment programs.

Collective bargaining agreements.

State credentials and credentialing requirements.

Principles of public administration, management and organization.

Principles and practices of employee training and supervision.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct recruitment, staffing, transfers and assignments.

Manage evaluation activities.

Collect and analyze data and develop appropriate recommendations.

Supervise the performance of assigned personnel.

Interpret and apply a wide variety of rules and regulations relating to the operation of the certificated personnel department under the State Education Code.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree and five years of teaching experience and two years of school administrative experience.

LICENSES AND OTHER REQUIREMENTS:

General Administration or Administrative Services Credential or Supervision with appropriate basic credentials.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

BOARD APPROVED: March 15, 2016