

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CERTIFICATED PERSONNEL

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, plan, organize, control and direct certificated recruitment, staffing, transfers and assignments; manage evaluation activities; supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct certificated recruitment, staffing, transfers and assignments; manage evaluation activities; determine the personnel needs of the District.

Provide services in the recruitment of certificated personnel.

Administer the teacher transfer procedure in accordance with the collective bargaining agreement.

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

Maintain an organized and effective employee application process for certificated personnel; coordinate communications with applicants; screen and refer candidates for additional interviews.

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

Monitor certificated job descriptions.

Assist certificated employees with credential applications; assure employees possess appropriate and valid credential pertinent to the assignment.

Determine the placement of staff on applicable salary schedule.

Process and implement requests for personnel actions.

Plan and conduct new employee orientation to foster positive attitude toward District goals.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; develop proposed personnel policies as directed.

Monitor and assure compliance with established certificated employee evaluation policies and procedures; communicate with legal counsel to assure personnel policies comply with federal and State laws.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; maintain accurate records of absence, illness, vacation and other leaves for payroll application; research, prepare and maintain personnel records and reports; participate in the documentation of dismissal or grievance cases; maintain a calendar of Human Resource Department time lines.

Maintain a position control system to remain within budgetary limits.

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

Provide a planned orientation and in-service for substitute teachers.

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 certificated 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 certificated 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.