

## CENTER UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Director of Personnel/Student Services

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

1. Plan, organize, and direct the daily operations and assigned functions of the Personnel Department.
2. Plan, organize, and direct in the area of Student Services.

**SUPERVISOR:** Superintendent

### **TYPICAL DUTIES**

Personnel Services

1. Advise Superintendent and Board on all Employee and negotiation matters.
2. Responsible for recruitment, selection, employment processing, evaluation, discipline, and termination procedures of all certificated and classified personnel.
3. Development of job specifications, selection criteria, job announcements and employment tests and prepares personnel transactions for submission to the Board for approval.
4. Responsible for personnel wage and salary administration, including the preparation of various salary schedules and determination of individual salary placement.
5. Develop and implement internal Personnel procedures to assure smooth and efficient delivery of services in compliance with laws and Board policy.
6. Maintains a position control system for the monitoring of Board staffing allocations.
7. Manage and maintain teacher and classified substitute services.
8. Communicate with other administrators, District staff and members of the public to coordinate activities, resolve issues, and exchange information.
9. Serve in a lead capacity on the management negotiations team for certificated and classified bargaining units.
10. Investigate discrimination complaints, alleged contract violations, and provide guidance to management and supervisory personnel in grievance processing.

11. Develop and revise job descriptions according to current Personnel regulations and negotiation procedures.
12. Responsible for administration of all District benefits including insurance premiums, payment, workers compensation claims, and student insurance.
13. Maintain credentialing files and records for all certificated staff.
14. Supervise and recommend transfers, reassignment and appropriate training of assigned staff.
15. Maintain District Mandated Costs logs and necessary data for submission to State for reimbursement.

#### Student Services

1. Supervise, direct, and evaluate instructional services for homebound students.
2. Serve as the District representative for issues regarding Home School program.
3. Supervise, direct, and evaluate Health Services.
4. Serve as a member of the Superintendent's Cabinet and as a representative of the Superintendent as necessary.
5. Tracks, monitors, and makes recommendations to the Superintendent regarding Student Enrollment.
6. Serves as the District's representative on the School Attendance Review Board (SARB).
7. Serves as the District's administrator of the Student Expulsion Hearing Process.
8. Attend Board meetings and advise as to requirements and responsibilities of the District.
9. Perform as other duties as assigned by the Superintendent as well as other duties related to the above as required.

#### Staff Development

1. Supervise the planning, organization, coordination and/or conduct training and inservice programs for District certificated and/or classified staff.
2. Conduct annual staff development needs assessment; direct necessary follow-up activities.
3. Supervise, develop and prepare new teacher assistance programs.
4. Implement quality, long range, and comprehensive staff development programs to support the curriculum and instructional strategies.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Applicable laws, codes, regulations, and procedures of Personnel Administration;
- Principles of supervising and evaluating staff;
- Recruitment techniques, various interview and selection methods/techniques, including test, validation and administration;
- Employee Relations/Negotiations in public schools;
- Fringe benefit administration;
- Credentialing laws;
- Worker compensation and unemployment insurance regulations;
- Board policies and District procedures/operations.

### Ability to:

- Provide information and assistance to others concerning employment policies and personnel transactions;
- Analyze problems and issues to make sound conclusions and recommendations;
- Interpret and apply the provisions of laws and procedures concerning personnel service policy;
- Demonstrate leadership qualities and utilize motivational techniques and strategies;
- Work independently and make appropriate common sense decisions;
- Supervise and evaluate the performance of assigned staff;
- Communicate clearly and effectively both orally and in writing;
- Maintain effective working relationships with those contacted in the performance of required duties.

## **EDUCATION AND EXPERIENCE**

Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Education**

Possession of a masters degree from an accredited college or university in education, public administration, or a related field.

## **Experience**

At least five (5) years teaching experience PLUS at least five (5) years of increasingly responsible educational management experience.

## **TYPICAL PHYSICAL CHARACTERISTICS**

- Sufficient vision to monitor a variety of activities and read various documents;
- Sufficient hearing for normal telephone conversations;
- Sufficient dexterity to write, operate telephone and business machines;
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups;
- Sitting or standing for extended periods or time;
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.