

## **COORDINATOR, HUMAN RESOURCES**

### **PRIMARY FUNCTION:**

Under the immediate supervision of the Assistant Superintendent of Human Resources, shall research, plan, develop, administer and supervise programs related to human resources functions. Will oversee and implement the District's Induction Program (formerly BTSA).

### Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding human resources functions.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current human resources and educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

### **ESSENTIAL FUNCTIONS:**

1. Assist in the planning and implementation of employment programs for employees, including, but not limited to, recruitment, personnel recommendations and assignments; performance evaluations; salary schedule placement; data-driven reports; surveys; and online employment application process.
2. Provide personnel support to all District sites/departments and provides administrative staff assistance to the Assistant Superintendent of Human Resources.
3. Oversee the screening, interviewing and employment of certificated personnel.
4. Direct the preparation of recommendations for employment, transfers, leaves of absence, resignations, and retirements or terminations of personnel.
5. Collaborate with universities and sites; coordinate the placement of student teachers and interns.
6. Monitor assignments of certificated staff to ensure compliance with credential requirements and supervise work on credential applications.
7. Interpret federal, state and District regulations and policies pertaining to human resources functions and ensure site compliance with pertinent rules, regulations and laws regarding employment; assist in ensuring District's Affirmative Action Program is followed.

8. Plan, organize and direct programs, services and activities aligned with the California Induction Program Standards, California Standards for the Teaching Profession, and California Professional Credential requirements.
9. Assist in the development of agendas and facilitation of induction workshops.
10. Carry out responsibilities as the lead contact to the California Department of Education and the California Commission on Teacher Credentialing regarding the District's Induction Program.
11. Recommend participating teachers for their professional clear teaching credential based on documented completion requirements.
12. Organize and chair Induction Advisory Council meetings.
13. Provide training and supervision for support providers.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent of Human Resources.
2. Promote good health and wellness practices.

**QUALIFICATION STANDARDS:**

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and performance.

**EXPERIENCE:**

Minimum five years teaching experience in a public school setting. Supervisory experience preferred. Experience as a BTSA Support Provider and/or BTSA Lead.

**EDUCATION/CREDENTIALS:**

Valid teaching and/or Pupil Personnel Services and/or Education Specialist credential. Master's degree required, in Educational Administration or Educational Leadership preferred, and a Tier 1 Administrative Services credential.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.