

LA MESA-SPRING VALLEY SCHOOL DISTRICT CERTIFICATED ADMINISTRATIVE DESCRIPTION

DIRECTOR, HUMAN RESOURCES

PRIMARY FUNCTION:

Under the immediate supervision of the Assistant Superintendent, Human Resources, shall be responsible for the management and leadership of the day to day operations of the Human Resources department of the District.

Professional Responsibilities

1. Provide leadership that creates a clear, compelling vision.
2. Maintain an improvement focus.
3. Demonstrate strong communication skills.
4. Use sound judgment and display willingness to make decisions.
5. Serve as a strategic thinker to achieve organizational goals.
6. Serve as a collaborative member to help shape and drive initiatives across the organization.

ESSENTIAL FUNCTIONS:

1. Commits to the District's vision and values including quality staffing and leadership development.
2. Plans, develops, and implements the employment programs for employees; including, but not limited to: classified and certificated recruitment, personnel recommendations and assignments; performance evaluations; salary schedule placement; exit interviews; data-driven reports; social media platforms; surveys; staff development and professional growth; online employment application process; and medical examinations for applicants and employees.
3. Lead innovative and equity-driven recruitment initiatives that support the District goals and objectives.
4. Assists managers with employee-related issues and concerns, and builds capacity.
5. Coaches and mentors district management in the evaluation and continuous improvement cycle of employees.
6. Assists the Assistant Superintendent of Human Resources with employer-employee relations, including participating as a member of the district negotiation team.
7. Provides technical personnel support to all District sites, departments, and provides administrative and technical staff assistance to Assistant Superintendent of Human Resources.
8. Assists in determining site certificated staffing needs based on student enrollment and current staffing allocation.
9. Coordinates and oversees the screening, interviewing, and employment of personnel.
10. Directs the preparation of recommendations for employment, transfers, leaves of absence, resignations, and retirements or terminations of personnel.

LA MESA-SPRING VALLEY SCHOOL DISTRICT CERTIFICATED ADMINISTRATIVE DESCRIPTION

11. Collaborates with universities and sites; coordinates the placement of student teachers and interns; maintains university partnerships; collaborates with Educational Services in the development of training programs.
12. Supervises, trains, and evaluates Human Resources staff as assigned.
13. Monitors master schedules to ensure compliance with staffing allocations and contract requirements.
14. Monitors assignments of teachers to ensure compliance with credential requirements and supervises work on credential applications.
15. Assists with the annual evaluation of staff; monitors and participates in employee discipline.
16. Directs and supervises the assignment and performance of substitutes to positions within the District.
17. 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.
18. Develop a workforce and organizational development program that results in an effective and engaged workforce, development of equity and organizational change initiatives to meet District goals and objectives.
19. Represents the District at meetings, and prepares, presents, and assists with reports concerning personnel and other correspondence.
20. Represents the District at meetings and conferences related to employment.
21. Utilizes high-tech procedures for application process and reports.
22. Performs other related duties as assigned.

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 the 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.

LA MESA-SPRING VALLEY SCHOOL DISTRICT CERTIFICATED ADMINISTRATIVE DESCRIPTION

EXPERIENCE:

Minimum five years' experience in a public school setting, with at least 2 years of progressively responsible management and/or leadership experience. Experience as a school principal.

EDUCATION/CREDENTIALS:

Teaching credential as established by the state and local governing boards. Appropriate bachelor's degree and Administrative Services Credential.

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; subject to driving to conduct work.

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.
- Walking extended lengths to move around campus and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluid.