



RIALTO UNIFIED SCHOOL DISTRICT

SENIOR DIRECTOR, PERSONNEL SERVICES Management Job Description

DEFINITION

Under general direction of the Assistant Superintendent, Personnel Services, the Senior Director, Personnel Services is responsible for the administration and coordination of classified and certificated functions of the Personnel Services Division.

ESSENTIAL DUTIES

- Supervises personnel functions related to certificated and classified personnel.
- Directs, manages, and evaluates the work of the clerical and technical staff of personnel.
- Plans, organizes and directs the work of the personnel division including certificated and classified personnel issues.
- Interprets district policies, practices and procedures to administrators, teachers, certificated support staff, classified staff, and applicants.
- Serves as a resource person for information relative to the Education Code, employee agreements and legal regulations pertinent to personnel practices, staffing, assignments and enrollment projections.
- Assists with development of the annual budgets for personnel and monitors expenditures.
- Develops personnel policy proposals and recommendations.
- Serves as personnel liaison to Business Services (data processing, payroll, worker's compensation).
- Coordinates classified and certificated personnel evaluation systems.
- Directs, or assists with, collective bargaining for all bargaining units.
- Conducts analysis for district and state reports, such as CBEDS, Administrator-Teacher Ratio, WASC, credential assignment report, staffing/enrollment report.
- Provide training to schools and departments on systems to support staffing decisions.
- Assists in preparation of District annual staff projections and coordinates with Fiscal Services on their allocation budgets.
- Ensures that all Personnel Services reports and surveys required by Local, State or Federal agencies are prepared and submitted in a timely fashion.
- Assists the Assistant Superintendent of Personnel Services with appointments of personnel, provide or coordinate staff training, works with employees to correct deficiencies and implement discipline procedures and employee terminations.
- Advises administrators, school site staff and District staff regarding various personnel policies and procedures, position control, and applicant database.
- Recommends goals and objectives, monitors and reviews existing and proposed legislation related to personnel and collective bargaining.
- Analyzes and implements new California Department of Education (CDE) changes required for classified and certificated personnel services.
- Evaluates department services to determine efficiency and effectiveness in meeting goals and objectives.
- Participates in the development and implementation of District goals, objectives, policies and procedures.
- Maintains current information regarding employment patterns within and outside the District.
- Prepares correspondence, reports and action plans.
- Stays current with the development and implementation of district curriculum, program evaluations, and accountability.
- Exhibits high level of effective communication skills: verbal and written.
- Assists as needed on expulsion panels.
- Develops student enrollment projections and staffing projections.
- Supervises and evaluates the performance of certificated and classified staff in compliance with law.
- Performs other responsibilities and duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel management
- Principles and practices of management, administration, supervision and training.
- Legal aspects of school personnel services.
- K – 12 school administration and related aspects of school administration such as curriculum, instructional practices, and assessment.
- Position control procedures.
- Collective bargaining process and practices.
- California Education Code certificated and classified personnel requirements.
- General functions of school personnel policies and procedures.
- Legal and procedural requirements in public school district personnel services work including California collective bargaining laws and California Ed Code personnel requirements.
- Automated computer systems, and databases for Personnel applications.

Must possess:

- A valid California Teacher credential and an Administrative or Supervisory credential.
- A CLAD certificate or equivalent.
- Master's Degree from an accredited college or university.
- A minimum of three years of successful teaching and/or administrative experience is required.

Ability to:

- Manage comprehensive classified and certificated personnel functions.
- Prepare clear and concise personnel reports and statements.
- Perform complex data analysis and research.
- Manage, supervise and train employees in personnel operations.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties.
- Communicate effectively in written and oral form.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties.
- Communicate effectively both orally and in writing with the community and all school district personnel.

EXPERIENCE AND EDUCATION

Experience: Five (5) years successful teaching experience and five (5) years administrative experience with a minimum of three (3) years experience as a principal.

Education: Master's degree from an accredited university; valid California Teaching Credential; valid California Administrative Credential K-12; BCLAD/CLAD or equivalent.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS

Work area requirements:

Office area. Ability to traverse any part of a 10-20 acre campus which would include asphalt, ramps, sidewalks, grass, baseball field, track, blacktop.

PHYSICAL REQUIREMENTS:

The time requirements are listed considering this wording and meaning:

Occasionally/Low – up to 3 hours

Frequently/Medium – 3 to 6

Constantly/High – 6 to 8 hours plus

Stooping: Occasionally

Bending: Occasionally

Lifting: Occasionally

Reaching: Occasionally

Handling: Frequently

Grasping: Frequently

Fingering: Frequently

Kneeling: Occasionally

Sitting: Occasionally

*Driving: Occasionally

Walking: Frequently

Push/Pull: Occasionally

Standing: Occasionally

Carrying: Frequently

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch or crawl, talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

FREQUENT MOTION:

Twisting: Frequently

Elbow flexion/extension: Frequently

Forward shoulder/neck flexion: Frequently

Reaching below shoulder level: Frequently

Wrist flexion: Frequently

Reaching to shoulder level: Occasionally

Reaching above shoulder level: Occasionally

SENSORY REQUIREMENTS:

Ability to see: Constantly

Ability to hear: Constantly

Ability to talk: Constantly

Ability to smell: Constantly

Ability to touch: Constantly

THIS JOB REQUIRES:

Alertness: Constantly

Recall of names and dates: Yes

The use of two hands: Constantly

Attention to detail: Constantly

Ability to work in temperatures down to 40 degrees and up to 110 degrees

MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:

Heat:	Occasionally	Odor:	Low
Noise:	Frequently	Humidity:	Low
Moisture:	Occasionally	Fluorescent lights:	Constantly
Working in close quarters with others:	Yes	Floor may be slippery at times:	Low
Working inside:	95% of the day	Working outside:	5% of the day

ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:

Team work:	Yes	Frustration:	Medium
Repetitive Tasks:	High	Level of responsibility:	High
Must keep up with schedule:	High	Flexible:	Yes
Able to work overtime as needed:	Every day		
Dealing with angry teachers, students and parents:	Occasionally		

PHYSIOLOGIC FACTORS:

Have a high level of consciousness:	High all day
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

DISTRICT MINIMUM REQUIREMENTS:

Administrative Services Credential
Master's Degree
Fingerprints on file as required by State Law
TB Skin Test as required by State law
CLAD certificate or equivalent