



## DIRECTOR IV: HUMAN RESOURCES

### DEFINITION:

Under general direction of the Assistant Superintendent, Human Resources and Employee- Employer Relations, the Director of Human Resources is responsible for the administration and coordination of classified and certificated functions of the Human Resources Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Designs, plan, and implement Induction Teacher and Administrator programs to meet state requirements
- Serves as a liaison between the district, county, regional, and the Commission on Teacher Credentialing (CTC)
- Trains and participates in the state accreditation cycle to support the IUSD Induction program as well as other programs as assigned by CTC
- Collaborates and communicates with stakeholders to support each participating teacher and administrator's ability to obtain the appropriate California Clear Credential
- Recruits and trains teacher mentors and administrative coaches to support new teachers and administrators
- Collaborates with site administrators on supporting participating candidates including assignments between teacher/mentor and new administrator/coach
- Recruits and supervises program staff members, including Lead Mentors, administrative assistant, tech support, etc.
- Supervises human resources functions related to certificated and classified personnel.
- Monitors position control and staffing for classified and certificated staff
- Coordinates certificated and classified leaves and implements district procedures for compliance with the Amended Americans with Disabilities Act (AADA)
- Supports principals and site managers in supervising classified and certificated employee performance.
- Coordinates classified and certificated personnel evaluation systems.
- Investigates work place issues concerning employees, including complaints made by employees and the public.
- Interprets district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
- Develops personnel policy proposals and recommendations.
- Serves as human resources link to informational technology department.
- Directs, or assists with, collective bargaining for all bargaining units.
- Conducts analysis for district and state reports and/or information requests.

### QUALIFICATIONS GUIDE:

#### KNOWLEDGE OF:

- Principles and practices of human resources management.
- Legal aspects of school personnel services.
- Principles and practices of management, administration, supervision and training.
- Collective bargaining process and practices.
- California Ed Code personnel requirements.
- General functions of school district human resources, policies and procedures.
- The California Standards for the Teaching Profession (CSTP) and the California Professional Standards

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for Education Leaders (CPSEL.)

- Comprehensive knowledge of and experience with effective presentation strategies

**ABILITY TO:**

- 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.
- Promote flexibility and resiliency through thinking critically and creatively
- Model the IUSD core values of integrity, trust, collaboration, empowerment, and learning
- Collaborate with other agencies in planning and implementing effective special education programs, including staff and parent trainings, within established budget constraints.
- Analyze complex situations and prepare response alternatives for consideration by decision-making groups.

**EDUCATION:**

Master's degree (M. A.) or equivalent; or five years related experience and/or training; or equivalent combination of education and experience.

**CREDENTIALS/LICENSES:**

- Valid California teaching or other related Services credential
- California Administrative Services or other related Services credential
- Possession of a valid California driver's license

**TRAINING AND EXPERIENCE:**

Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel-related functions.

**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 regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.