

STOCKTON UNIFIED SCHOOL DISTRICT

**DIRECTOR, CERTIFICATED PERSONNEL**

DEFINITION:

Under the direction of the Assistant Superintendent, Human Resources, plan, organize, control and direct certificated recruitment, staffing, transfers and assignments; layoffs, discipline, negotiations, manage evaluation activities; supervise the performance of assigned personnel.

EXAMPLES OF DUTIES — (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

Plan, organize, control and direct certificated recruitment, staffing, transfers and assignments; manage evaluation activities; determine the personnel needs of the District. E

Provide services in the recruitment of certificated personnel. E

Analyze and implement certificated layoffs. E

Work one-on-one with principals and other managers regarding appropriate supervision, evaluation and discipline of certificated personnel; assist in developing strategies for assistance; handle non-reelections and terminations. E

Conduct fair, thorough, and legally sound investigations; assure compliance with bargaining unit agreements, state and federal laws, board/district policies and regulations and other applicable rules as it relates to predisciplinary / due process procedures. E

Assist in the preparation of negotiations with the bargaining unit representatives regarding issues that affect unit employees or negotiated agreements. E

Attend negotiations with bargaining unit representatives as directed by the Assistant Superintendent, Human Resources. E

Analyze and implement certificated layoffs. E

Administer the teacher transfer procedure in accordance with the collective bargaining agreement. E

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. E

Maintain an organized and effective employee application process for certificated personnel; coordinate communication with applicants; screen and refer candidates for additional interviews. E

Develop and monitor certificated job descriptions. E

Assist certificated employees with credential applications; assure employees possess appropriate and valid credential pertinent to the assignment. E

Determine placement of staff on applicable salary schedule. E

Process and implement requests for personnel actions. E

Plan and conduct new employee orientation to foster positive attitude toward District goals. E

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; develop proposed personnel policies as directed. E

Monitor and assure compliance with established certificated employee evaluation policies and procedures; communicate with legal counsel to assure personnel policies comply with federal and State laws. E

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; maintain accurate records of absences, illness, vacation and other leaves for payroll application; research, prepare and maintain personnel records and reports; participate in the documentation of dismissal or grievance cases; maintain a calendar of Human Resource Department time lines. E

Maintain a position control system to remain within budgetary limits. E

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. E

Provide a planned orientation and in-service for substitute teachers. E

Operate a computer and assigned software programs; operate other office equipment as assigned. E

Attend and conduct a variety of meetings as assigned. E

Perform related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

- Planning, organization and direction of assigned areas of certificated personnel.
- Principles and techniques of personnel administration, classification recruiting, examining and training techniques.
- Principles and practices of collective bargaining.
- Pay compensation plans.
- Federal and State legislation regarding equal employment opportunities and federal employment programs.
- Collective bargaining agreements.
- State and credentialing requirements.
- Principles of public administration, management and organization.
- Principles and practices of employee training and supervision and training.
- Applicable laws, codes, regulations, policies and procedures.

- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize, control, and direct certificated recruitment, staffing transfers and assignments.
- Manage evaluation activities.
- Analyze needs of the district and develop collective bargaining proposals.
- Collect and analyze data develop appropriate recommendations.
- Supervise the performance of assigned personnel.
- Interpret and apply a wide variety of rules and regulations relating to the operation of the certificated personnel department under the State Education Code.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective course of action.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities. • Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations.
- See to read a variety of materials.

Working Conditions:

Office Environment.

Travel to district sites.

Education and Training:

Any combination equivalent to: master's degree and five years of teaching or related experience and two years of school administrative experience.

License or Certificate:

General Administrative Services Credential or Supervision with appropriate basic credentials.

Salary Placement

Management Team Salary Schedule

Tier 7, Range 02

12-month work year

Board Approved: 10/01/13

Management re-alignment effective 03/01/19