

DELANO UNION SCHOOL DISTRICT

Director of Human Resources

Job Summary:

The Director of Human Resources is responsible to ensure the effective development and implementation of processes related to all human resource functions. These functions include: recruitment, selection and retention of employees; evaluation monitoring of all employees, assignments of all personnel; personnel records; all employee/employer relations; training of all administrative staff regarding human resources processes and procedure; employee discipline.

Education:

Certificated

Appropriate Teaching Credential (multiple or single subject) and Administrative Services Credential.

Classified

B.A. Degree or a Degree from a 4-year accredited University in Human Resources, plus 3 years or higher experience in Human Resources.

Certificated/ Classified Experience:

1. Successful school site administrative experience and / or District administrative experience.
2. Demonstrated successful leadership skills in staff relations, problem solving, collective bargaining and conflict resolution.
3. Ability to perform and meet the needs of a diverse population.
4. Three (3) years experience in personnel or training.
5. Ability to work with both site and district supervisors in administration of all aspects of personnel functions and responsibilities.
6. Demonstrated ability to work cooperatively with district and school support staff.
7. For certificated - K-8 classroom teaching experience.

Essential functions of this position:

1. Administers the recruitment of classified and certificated employees.
2. Coordinates all personnel selection including assessments, screening, interviewing, and background checks of applicants.
3. Maintains all personnel records and reports.
4. Coordinates the development and administration of personnel policies and grievance procedures.
5. Interpret and successfully apply a variety of complex laws, guidelines, and regulations related to public school personnel administration
6. Monitors employee leaves, including family leave, etc.

Director of Human Resources

Page 2

7. Ensures that Federal and State regulations, Education Code, and Rules of the Personnel Commission are adhered to as they relate to employment activities.
8. Effects the assignment, evaluation, termination, and retirement of district staff.
9. Supervises the preparation and composition of bulletins and correspondence pertaining to various personnel matters.
10. Acts as major resource to Site/District Administrators regarding all aspects of contract management; answering procedural questions, preparing documentation for disciplinary and dismissal actions; preparing responses to grievances, etc.
11. Supervises the preparation of personnel reports and resolutions for Board Agendas.
12. Assists the Superintendent in coordinating the community relations program.
13. Participates in the meet and confer sessions as a member of the Management Team.
14. Coordinates the interpretation of the Education Code and other laws and regulations affecting District personnel and obtains legal counsel opinions when necessary.
15. Maintains the professional growth program for employees.
16. CBEDS accounting for employees in the areas of credentialing and assignment.
17. Student teaching placements and assignments.
18. Keep informed and updated on changing legislature and case law pertaining to Human Resources and PERB decisions.
19. Ability to develop and monitor a departmental budget.
20. Participates in county committees and advisory groups as related to the position of Human Resources.
21. Reports directly to the Superintendent.
22. Performs other duties assigned by the Superintendent.

Other Related Functions of this Position:

1. Demonstrate a professional attitude toward parents, students, and staff.
2. Attend staff functions after regular “duty hours” as related to programs of supervision.

Employee: _____ Date: _____

Authorized representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.