

TITLE: EXECUTIVE DIRECTOR – HUMAN RESOURCES

JOB GOAL: Under the direction of the Assistant Superintendent of Human Resources the Executive Director, Human Resources is responsible for overseeing major operational functions of the Districts comprehensive personnel and employee relations program for certificated and classified personnel, with specialized emphasis in certificated personnel, including the recruitment and retention of all certificated and classified personnel. The Executive Director of Human Resources will perform and direct highly specialized personnel functions to ensure assignment monitoring compliance and cooperation and communication between Human Resources and Business Services to maximize the educational opportunities and benefits available to each individual student.

QUALIFICATIONS:

Knowledge of

1. Applicable sections of State Education Code and other codes, laws, rules and regulations related to human resources in the public sector.
2. Administrator and teacher assignment monitoring and reporting requirements;
3. Investigation and due process rights for California public school employees;
4. Bargaining Unit contracts and negotiation techniques.
5. Budget preparation and position control.
6. Contract Administration related to labor management.
7. District organization, operations, policies and objectives.
8. Employee/Employer labor relations as they relate to public education.
9. Federal, state, and local laws, codes, and statutes related to labor management.
10. Grievance resolution;
11. Interpersonal skills using tact, patience, and courtesy.
12. Current management, fiscal and business policies, practices, and procedures.
13. Oral and written communication skills.
14. Principles and practices of administration, supervision, and training.
15. Public speaking techniques.
16. Safety and workplace rules and regulations.

Ability to:

1. Plan, organize and direct District staffing;
2. Work harmoniously with and listen to stakeholders;
3. Ability to work in confined spaces and under stress of heavy workload;
4. Convey concern for individuals and sensitivity toward the needs of others;
5. Provide direction and supervision to subordinates and others;
6. Make independent judgments based on common sense and knowledge of legal and other requirements;
7. Keep and maintain accurate confidential records;
8. Meet deadlines and effectively plan;
9. Prepare reports, make oral presentations and provide staff development for district employees;
10. Work and lead as a member of a team;
11. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.

Ability to: (continued)

12. Make accurate and timely decisions.
13. Learn and implement Board Policies, Administrative Regulations, and district procedures in Personnel and areas of Risk Management.
14. Work successfully with diverse groups of people

Training and Experience

1. Valid California Administrative Services Credential
2. Valid California Teaching Credential
3. Master's Degree
4. Minimum three years successful teaching experience
5. Successful elementary or secondary principal experience.
6. TB Test clearance; Criminal Justice fingerprint clearance;
7. Possession of a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

REPORTS TO: Assistant Superintendent of Human Resources

SUPERVISES: Assigned Human Resources staff

ESSENTIAL FUNCTIONS

1. Performs and oversees specialized responsibilities in certificated and substitute personnel including employee recruitment and selection, credential compliance, performance evaluation, training and development, and employee records;
2. Ensures confidentiality of employee records;
3. Coordinates and monitors the efforts of all certificated selection committees and responds to all certificated substitute job inquiries;
4. Assists in the screening of positions to assure that District policies and procedures are properly followed;
5. Oversees interviews and reference checks in accordance with District policy and personnel practice;
6. Makes employment recommendations for all assignments, transfers, dismissals and reclassifications to the Assistant Superintendent;
7. Reviews criminal record sheets of new hires or substitutes; and refers cases to the Assistant Superintendent as necessary;
8. Provides assistance to management personnel relative to employee evaluation practices. Acts as the final reviewer of all certificated evaluations.
9. Carries out personnel procedures, advises, consults and assists all administrators and supervisors with respect to applications, examinations, eligibility, longevity, selection committees, appointments, training, performance, professional growth and advancement, evaluations, promotions, processing of grievances, demotions, transfers, dismissals, resignations, layoffs, and re-employment of personnel;
10. Confers with principals and supervisors to determine staffing needs for various positions and programs;
11. Assists the HR Division with policy and system implementation;

ESSENTIAL FUNCTIONS (continued)

12. Assumes responsibility for making decisions regarding personnel matters in the absence of the Assistant Superintendent;
13. Leads or assists in evaluation or investigation in all certificated employee matters as required by District policy;
14. Carries out personnel procedures with respect to the school calendar, vacations, holidays, leaves of absence, compensation and job descriptions;
15. Participates as a member of the District's bargaining team in collective bargaining processes and labor management meetings with employee associations;
16. Assists in the development of District proposals and in the analyses of employee/staffing and provides back-up assistance in the day-to-day administration of employee contracts;
17. Develops certificated staffing calculations based upon enrollment projections.
18. Assists in the development and revision of personnel management policies and administrative regulations in accordance with state legislation for submission to the Governing Board for consideration and adoption;
19. Provides ongoing personnel coaching to site administrators and management staff;
20. Reviews and implements legislation, legal opinions and administrative advisories as necessary;
21. Administers, interprets and applies provisions of the Education Code, relevant federal and state laws, District policies and procedures, and collective bargaining agreements;
22. Reviews and develops Board Agenda materials as necessary;
23. Prepares personnel reports and other documentation of personnel actions;
24. Monitors class size and secondary master schedules for staffing and credentialing compliance;
25. Researches, compiles and analyzes data for district and state reports;
26. Works collaboratively with fiscal services to oversee position control;
27. Functions as a Senior Cabinet level management team member
28. Knows and follows the district Mission and Core Values and implements corresponding priorities for Human Resources;
29. Manages the District's Americans with Disabilities Act Program and procedures.
30. Reviews and makes recommendations on new job descriptions and changes to current ones.
31. Performs other duties as assigned

Physical Abilities:

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds occasionally.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard with speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: 240-day work year/27 Vacation Days
Certificated Management, Senior Cabinet-level

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The evaluation will be completed by the Assistant Superintendent of Educational Services.

Approved by: Board of Education

Date: July 20, 2019

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.