

# **SYLVAN UNION SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**JOB CLASSIFICATION TITLE:**

**DIRECTOR, HUMAN RESOURCES**

### **DESCRIPTION OF POSITION**

Performs highly responsible administrative and supervisory duties to provide effective Human Resources services consistent with legal requirements and District goals to schools, departments, and community.

### **ESSENTIAL FUNCTION:**

- Under the direction of the Assistant Superintendent of Human Resources, direct and coordinate the staffing and operational activities for the Human Resources department.

### **REPRESENTATIVE DUTIES:**

- The recruitment/hiring process for certificated and classified employees
- Assisting district administration with personnel and employee relations issues
- The administration of the employee evaluation process
- The oversight of maintenance of personnel records
- Participation in labor contract management meetings and negotiations
- Direction of the preparation and maintenance of a variety of statistical and narrative reports, records, and files related to assigned activities and personnel.
- Coordination and implementation of employee development program, including, but not limited to, employee orientation, mentoring, improvement plans and support
- Other duties as assigned
- Attend local, State and regional conferences and maintain current knowledge of technologies, theories, laws and regulations affecting related human resource services.
- Evaluate staff as assigned
- Act as the designee for the Assistant Superintendent as appropriate

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Valid California teaching credential
- Valid California administrative credential
- Masters Degree in Education
- Five years demonstrated leadership in administrative assignments, preferably including site and central office levels
- Experience in the K-8 setting

## **WORK ENVIRONMENT**

Office environment

School site/district workplaces environments

12 month work calendar with occasional travel

## **PHYSICAL REQUIREMENTS:**

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions.*

### **With or without the use of aids:**

1. Ability to lift, carry, push, or pull objects which may exceed 25 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen.
4. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
6. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly.
8. Sufficient physical ability to reach horizontally with arms.

## **PERSONAL QUALITIES:**

1. Must maintain appearance, grooming, dress, personality, and character that portray a professional and positive image of the district.
2. Able to build and maintain exemplary and positive interpersonal professional relationships.
3. Must use initiative, good judgment, tact, patience.
4. Must maintain confidentiality.

## **WORK YEAR:**

221 Days

## **SALARY:**

Certificated Management Salary Schedule \$97,458 - \$112,964 (Doctorate stipend available)

**Board Approved: 09/15/2015**