

Administration

EXECUTIVE ADMINISTRATIVE DIRECTOR, HUMAN RESOURCES/INDUCTION

Description of Position

The Executive Administrative Director, Human Resources/Induction, is responsible for direct oversight of all aspects of certificated/classified personnel service and some aspects of the instructional programs of the district and schools.

Examples of Professional Duties and Responsibilities

A. Negotiations

1. Serves as chairperson of district's negotiating teams.
2. Conducts surveys, for comparison, of wages and working conditions of other districts.
3. Administers the receipt and public notification of employee contract proposals, initial interests ~~positions~~.
4. Prepares recommended district initial interests ~~positions~~ and parameters of district's negotiations for review by the Superintendent and the Board of Trustees.
5. Coordinates the administration of negotiated contract agreements.

B. Personnel

1. Coordinates and supervises the recruitment, examination, selection, assignment, transfer, evaluation, and termination of all personnel, including all staff involved in the instructional program for the district.
2. Supervises and coordinates in-service training for certificated substitutes and certificated beginning teachers.
3. Maintains all personnel records including applications, current employee lists and directory, assignments, wages, seniority lists, credential information, required health tests, position descriptions, evaluations and benefits.
4. Administers substitute programs for certificated/classified employees.
5. Projects personnel needs of the district based on student population projection.
6. Assists administrative staff and provides leadership in resolving concerns of employees and parents.
7. Handles legal matters related to personnel procedures.
8. Implements affirmative hiring and recruitment programs.

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C. Staff Development

1. Coordinates staff development and training programs for certificated/classified employees as necessary.
2. Supervises and coordinates training programs of teacher evaluators and classified administrators as necessary.
3. Supervises and coordinates student teacher, intern, professional growth program for new teachers' certification and other training programs involving instruction.

D. Instruction/Learning

1. Supervises instructional induction program for beginning teachers and teacher mentors.
2. Coordinates development and improvement of aspects of educational program as assigned.
3. Collaborates with Educational Leadership Team and participates in Educational Leadership Team meetings to plan and implement instruction.

E. Chief Compliance Officer

1. Investigates complaints and facilitates resolutions.
2. Creates written findings and prepares information and recommended actions to the Superintendent and the Board of Trustees

F. Student Transfers

1. Coordinates and supervises interdistrict and intradistrict transfers and administrative transfer procedures
2. Works with site and district administrators to estimate student enrollment and determine staffing needs
3. Creates systems and procedures regarding student transfers

~~G. E.~~ Other

1. Attends meetings of the Board of Trustees and prepares information and recommended Board actions for the Superintendent's review.
2. Coordinates and implements an employee relations and communication program, and employee recognition programs.
3. Administers the CBEDS data collection program.

ADMINISTRATIVE DIRECTOR, HUMAN RESOURCES/INDUCTION (continued)

4. Coordinates the development of and recommends new and revised Board policies including those in the areas of examination, selection, in-service training, or assignment of teachers, principals, and other staff involved in the instructional program, for Superintendent and Board consideration.
5. Chairs a variety of committees related to human resources and instruction.
6. Attends meetings and events to represent district management.
7. Other duties as assigned.

Supervision Exercised or Received

The ~~Executive Administrative~~ Director, Human Resources/Induction, is directly responsible to the Superintendent within the guidelines of the district evaluation policy.

Qualifications

1. Credential: Elementary Administration, General Administration, or Standard Administration Credential as required by Education Code section 44065.
2. Education: Master's degree from an accredited college or university in educational administration or related education field.
3. Experience: Three years of administrative experience.
4. Personal: Possesses mental and physical health and hygiene conducive to high standards of the district.
5. Knowledge: Competent understanding of legal requirements and effective practices of negotiations and personnel management.
6. Ability: To lead, plan, organize, involve, and manage others.

Period of service: 225 workdays annually.

Salary: Placement on the Management Employees' Salary Schedule ~~To be determined by the Board of Trustees.~~