



JOB DESCRIPTION

Executive Director of Personnel

DEFINITION:

Under the direction of the Superintendent, to serve as the chief human resource official of the district; to plan, organize, direct, and manage the Farmersville Unified School District (FUSD) Human Resource Department including personnel recruitment and selection, staff evaluations, personnel record management systems, employee/employer relations and negotiations, legal consultation, and assist in the planning, development and implementation of Board policies, administrative regulations, and the strategies for achieving district goals and objectives. (Days-225) (Salary- Placement on the contracted Salary Schedule)

ESSENTIAL DUTIES:

Oversee the application of the district's Personnel Policies and Procedures.

- Serve as a member of the Superintendent's Cabinet and participate in the planning, organization, development and implementation of the FUSD Strategic Design
- Manage and coordinate school and District programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs
- Prepare the Superintendent's personnel recommendation for submission to the Board
- Participate in the planning, organization, development, and conduct of personnel orientation, staff development, and in-service training programs
- Lead all district efforts to ensure classified staff receives effective professional development
- Demonstrate leadership, advocacy, and expertise on all matters related to the FUSD Performance Based System
- Serve as chief negotiator for the District in contract negotiations with bargaining teams representing labor unions
- Monitor adherence to collective bargaining agreements by providing direction to administrators and managers in interpreting negotiated employer/employee agreements
- Aid in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines which may affect the District programs, functions, and activities
- Advise District administration on various personnel issues including but not limited to collective bargaining, labor relations and employee discipline
- Review, analyze, and audit the District employee performance appraisal program, and counsel, advise, and assist management and supervisory personnel in developing programs that aid in employee motivation and in the improvement of employee performance
- Ensure District compliance with federal and state laws and board policies related to personnel management and employer/employee relations
- Develop and revise job descriptions in accordance with current laws, Education Code, and District procedures

- Administer salary schedules for all personnel and assist in developing and recommending salary policy and structure
- Process recommendations for termination of employment, assembling substantiating information for dismissal of employees and arranging any necessary conferences and hearings
- Prepare and maintain statistical information on all personnel and submit the necessary federal, state, county, and local statistical reports, records, and files
- Establish procedures to evaluate certificated credentials and provide services of college credit review
- Receive, review and process requests for transfer according to District policy and regulations
- Assist with the Peer Assistance and Review (PAR) program and the BTSA Induction Program
- Manage the Worker's Compensation program
- Recommend and sign leave requests for classified and certificated employees
- Coordinate the student teaching/intern programs
- Serves as custodian of District personnel records
- Serve as the District's Affirmative Action officer
- Oversee Child Welfare and Attendance policies and procedures, including but not limited expulsions, Student Attendance Review Board, and Assertive Discipline.
- Oversee District Athletic programs and personnel
- Oversee the District's response to employee discipline and grievances, and manage all levels of the grievance process
- Confer with, advise, and counsel site or district administrators pertaining to unusual and unforeseen problems, issues, and concerns, and provides leadership and expertise in the determination of alternative problem solutions
- Plan, organize, coordinate, direct, and manage the operational functions and activities of the personnel management systems, including the allocation of operational resources, operational planning, and determination of operational effectiveness
- Directly supervise all Human Resource Department staff
- Serve on district, county, city, and community committees as requested and/or assigned
- Coordinate the district-wide employee recognition program

OTHER DUTIES:

- Perform related duties as assigned by the Superintendent

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to:

- Requires a California Administrative Services Credential;
- a Master's degree, and three to five years classroom experience, or equivalent. Administrative experience as a school site principal and/or District level administrator experience or equivalent.

Desirable Qualifications:

- Doctoral degree preferred.

Licenses, Certifications and other Requirements:

- California Administrative Services Credential

Knowledge of:

- Experience working with beginning and veteran teachers.
- Knowledge of the California Standards for the Teaching Profession.
- Roles and Responsibilities of K-12 School Organizations.
- Knowledge of the principles and procedures associated with certificated and classified personnel.
- Experience in presenting staff development trainings
- Policies, objectives, applicable laws, codes, regulations, and terminology of personnel.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Principles and practices of management.
- Instructional programs at all levels.
- Effective computer skills.

Ability to:

Should possess personal qualifications recognized as essential for public employees including integrity, initiative, dependability, courtesy, good judgment, confidentiality, the ability to work cooperatively with others, and skilled at building positive relationships between diverse groups.

- Communicate options and limitations of funding in program development.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain a positive office environment.
- Ability to drive a vehicle to conduct work.
- Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: July 19, 2022

FLSA Status: Exempt