

Farmersville Unified School District

JOB TITLE: DIRECTOR OF CERTIFICATED AND CLASSIFIED PERSONNEL

JOB DESCRIPTION

General Description:

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.

Example of Essential Duties and Responsibilities:

- 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 assists 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 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
- Perform other administrative assignments as directed by the Superintendent

Qualifications:

Credential

Valid California Administrative Credential

Education

Master's Degree or higher, from an accredited college or university

Experience

Minimum of five years of successful experience in teaching, administrative or supervisory fields, and professional work experience in Human Resources is preferred

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. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Approved by the Board: May 26, 2015