

**COMPTON UNIFIED SCHOOL DISTRICT**  
**HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT**

**POSITION DESCRIPTION**

Title:	Senior Director – Human Resources Certificated Personnel	Reports To:	Superintendent
Department:	Human Resources and Employee Development	Classification:	Management
FLSA:	Exempt	Work Year	Twelve (12) Months
		Salary:	Schedule P, Range 18

**I. DESCRIPTION OF POSITION**

Under the direction of the Superintendent, the Senior Director of Certificated Personnel is responsible for the management of all aspects of the operation of the Office of Certificated Personnel, including recruiting, screening, interviewing and placement of all non-administrative certificated employees, communication with colleges and universities, and compliance with federal, state and district law, regulations, policies and procedures.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Directs the recruitment of all non-administrative certificated positions.
- B. Coordinates the screening, evaluation and interview processes for all non-administrative certificated positions.
- C. Assists in the development of Human Resources policies and procedures.
- D. Provides interpretation of district policies and procedures.
- E. Provides direction to the Human Resources Operations Manager for the development and maintenance of the certificated employee database.
- F. Administers budget for the Office of Certificated Personnel.
- G. Follows a planned professional growth program, participates actively in local, state and national professional education and administrator associations, and studies local, state and national guidelines for effective school administration services.
- H. Assists management in the disposition of contract grievances and staff complaints.
- I. Facilitates the development of evaluation program for staff.
- J. Supervises the preparation and maintenance of all non-administrative certificated personnel.
- K. Facilitates assignments, transfers, and dismissal of all non administrative certificated personnel.
- L. Implements and monitors the district's Affirmative Action Program.
- M. Monitors districts policies and procedures to ensure compliance with all federal and state laws, regulations and policies, including all aspects of Title IX.
- N. Provides qualified substitutes and short-term employees for specified vacancies
- O. Provides the management team with assistance in the interpretation and application of regulations of the Education Code, Labor Code, and Government Code which deal with personnel and labor relations.
- P. Assists management in employee discipline process.
- Q. Develops, revises, and maintains job descriptions for certificated positions.
- R. Supervises and evaluates the staff of the Human Resources and Employee Development Division.
- S. Coordinates and supervises the District's Substitute Employee Management System (SEMS) for non-administrative certificated personnel.
- T. Coordinates and monitors all leaves of absence for non-administrative certificated personnel.
- U. Establishes a climate in the Human Resources and Employee Development Division conducive to appropriate conduct, performance, attitude, and job satisfaction.
- V. Completes special assignments and performs other related duties as assigned.

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**Senior Director – Human Resources**  
**Certificated Personnel**

**III. EDUCATION AND EXPERIENCE**

- A. Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher.
- B. Possession and maintenance of a valid California administrative credential authorizing service as an administrator.
- C. Master's Degree from an accredited institution of higher learning, preferably in administration or a closely related field.
- D. Three or more years of successful teaching experience.
- E. Three or more years of successful experience in an administrative position, preferably including experience as a site principal.
- F. Bilingual ability desirable.

**IV. KNOWLEDGE, SKILLS AND ABILITIES**

***Knowledge of:***

- A. Principles, practices, trends, goals and objectives of public education.
- B. Philosophical, educational, fiscal and legal aspects affecting human resources management.
- C. Organization, management, planning and evaluation strategies, techniques and procedures; research and development strategies, processes and techniques.
- D. District organization, operations, policies and objectives.
- E. Current applicable laws, regulations, codes, policies and procedures.
- F. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

***Ability to:***

- A. Plan, organize, coordinate and direct human resources aspects for certificated personnel.
- B. Plan, organize, develop and implement budget planning and expenditure control processes and procedures.
- C. Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- D. Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions.
- E. Establish and maintain cooperative organizational, public and educational community relationships.
- F. Interpret, apply and explain rules, regulations, policies and procedures.
- G. Analyze situations accurately and adopt an effective course of action.
- H. Prepare comprehensive narrative and statistical reports.
- I. Supervise the performance of assigned staff.
- J. Demonstrate effective communication skills both orally and in writing.
- K. Use computer applications including word-processing, presentation, and data base software programs.

**V. WORKING CONDITIONS**

***Environment:***

District offices and school sites.

***Physical abilities:***

Hearing and speaking to exchange information and make presentations.

Approved by: \_\_\_\_\_  
Jesse L. Gonzales, Ph.D., Superintendent

Date: \_\_\_\_\_

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.