

**Job Title: DIRECTOR OF CERTIFICATED PERSONNEL**

**Definition:**

Under the general direction of the Superintendent and Assistant Superintendent of Human Resources Services, plans, organizes, directs, and coordinates certificated employment functions of the District; provides assistance, consultation, and advice to the Superintendent and Assistant Superintendent of Human Resources Services in matters relating to certificated employee operations.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Organizes District certificated personnel functions in keeping with sound personnel practices.
2. Responsible for all certificated records, including files, contracts, and evaluations and supervises and directs the maintenance of the employee records system.
3. Collaborates with the Credentials Analyst to oversee the credentialing process of certificated employees.
4. Facilitates the placement of student teachers and collaborates with institutions of higher education to ensure Memorandum of Understanding (MOU's) are approved.
5. Assists in the certificated staffing for all schools.
6. Oversees and supervises the recruitment, orientation, training, and support of new certificated teachers, including induction.
7. Oversees and supervises the recruitment, selection, training, and hiring of certificated substitute teachers and the effective use of the sub-finder system.
8. Coordinates the evaluation of all certificated teachers and provides related data and information as requested by district, state, federal, or outside agencies.
9. Provides guidance to site/department administrators regarding the documentation, discipline and evaluation process of certificated employees under their supervision.
10. Manages and supervises certificated employee performance evaluations and provides technical assistance to administrators when remediation, including but not limited to work improvement plans and Peer Assistance and Review (PAR) referrals, is required.
11. Assists with negotiations with the bargaining units and is responsible for ensuring practices are aligned and maintained.
12. Interprets and implements collective bargaining agreements.
13. Consults and advises certificated employees regarding certificated issues.
14. Advises management team members with respect to certificated personnel issues.
15. Regularly visits schools and other appropriate program sites to observe programs in operation; observes classroom instruction; supports site administrators; empowers school sites to make decisions that directly serve the needs of their students.
16. Assists in problem solving and conflict resolution between management and employees, as well as disputes between members of the certificated bargaining unit.
17. Responds to and resolves site complaints received from both the internal and external public.

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18. Maintains and carries out District Personnel policies and updates and revises District certificated policies and rules and regulations.
19. Oversees the development of the Certificated Personnel Schedule for each Board agenda and follows up after each meeting of the Trustees to ensure that the certificated personnel actions taken are implemented.
20. Coordinates certificated transfers, leaves, resignations and dismissals.
21. Assists with tracking certificated employee leaves under the Family Medical Leave Act (FMLA), The California Family Rights Act (CFRA), and Pregnancy Disability Act (PDL), and other certificated leaves and assures compliance with federal and state laws and mandates.
22. Conducts investigations, including but not limited to, employee conduct, discrimination, employee complaints, grievances, charges of unfair labor practices, and prepares related responses and reports.
23. Assists the District Title IX Compliance Officer, whenever necessary.
24. Serves as liaison with legal Counsel regarding certificated legal matters.
25. Engages in the interactive dialogue process with certificated employees.
26. Serves as the District's representative for the Certificated Professional Growth Committee and oversees the Certificated Professional Growth salary advancement process.
27. Communicates with and works collaboratively with other district departments to ensure effective and efficient district operations.
28. Assists with classified issues as needed.
29. Performs other duties as assigned by the Superintendent and Assistant Superintendent, Human Resources Services.

**Minimum Knowledge, Skill and Ability**

**Knowledge of:**

- Principles and practices of personnel administration, including ADA, selection, recruitment, job analysis, salary administration;
- Federal, state and local personnel and labor relations laws, codes, regulations, practices and procedures;
- English usage, spelling, grammar and punctuation;
- General principles of supervision;
- Collective bargaining techniques, laws, and strategies pertaining to employer-employee relations;
- Collective bargaining agreements between the Lancaster School District and the Teachers Association of Lancaster and School Employees Association;
- Methods and techniques for maximizing employee productivity and job satisfaction.

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**Ability to:**

- Interpret and apply a wide variety of rules and regulations, including the California Education Code and CBA's, relating to the operation of the school district;
- Plan, organize and direct a comprehensive personnel management program;
- Obtain, organize and analyze and evaluate a wide range of data and information and make appropriate recommendations to the Superintendent and Assistant Superintendent of Human Resources Services;
- Establish and maintain cooperative and effective working relationships with a wide of variety of groups and individuals;
- Perform a variety of professional and technical duties involved in the conduct of the District's classification, salary, recruitment, examination, selection and employee evaluation programs;
- Communicate effectively, both orally and in writing;
- Maintain professional confidentiality;
- Work harmoniously with school/District personnel, parents, students, supervisors, and departments.

**Training and Experience:**

- MA/MS Degree in Educational Administration or related field
- Appropriate Administrative Credential
- Multiple Subject or Single Subject Credential
- Three (3) years classroom teaching experience
- Five (5) years administrative experience
- Experience in employee-employer relations/personnel

**Desired Qualifications:**

- Doctorate or evidence of coursework leading to Doctorate in Educational Administration or related field.
- Two (2) years experience in personnel administration, including service as Board's Spokesperson for negotiating purposes.
- Completion of ACSA's Personnel Academy or similar personnel certification program.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform work, which may require sitting for prolonged periods
- Is subject to inside environmental conditions
- May be required to work at a computer terminal for prolonged periods
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- May be required to take and pass physical examination.

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- May be required to work evenings or weekends
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings
- Must have a valid California driver’s license and be insured
- Utilize own vehicle for transportation as needed

**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
+	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	<b>Lifting</b>			<b>Carrying</b>		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently(3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan		X	
Multi-Task			X

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<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		
Radio	X		