

TITLE: DIRECTOR I – CERTIFICATED PERSONNEL SERVICES

- QUALIFICATIONS:**
1. California administrative services credential authorizing service in area of assignment; bachelor's and/or master's degree in personnel administration, or related field desirable
 2. Experience and/or training in school district administration
 3. Knowledge of state and federal laws, regulations and guidelines related to public school personnel administration for certificated employees
 4. Knowledge and experience in principles and practices of personnel management including salary administration, recruitment and selection of staff, benefits, classification, collective bargaining and contract administration
 5. Ability to interpret and apply variety of complex laws, regulations and policies
 6. Ability to work effectively with staff and public; skill and accuracy in oral and written expression

REPORTS TO: Superintendent

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Administers certificated personnel programs of district including but not limited to: recruitment, selection and assignment of regular and substitute employees, performance evaluations, employee discipline and dismissal, leaves of absence, transfers, and layoffs
2. Serves as primary resource for district staff in certificated personnel matters; consults with district administrators and provides inservice on policies and decisions involving salaries, benefits and working conditions
3. Develops, recommends and implements policies, procedures and administrative regulations related to district personnel
4. Investigates and responds to inquiries and complaints regarding personnel matters
5. Provides overall direction for developing and maintaining "NCLB-Qualified" teachers
6. Administers applicable elements of Title II, Part A including grades 4-6 class size reduction
7. Serves as administration advisor to department heads and principals in areas of responsibility
8. Ensures that district certificated personnel meet required credential requirements
9. Administers cooperating teacher program between district and colleges/universities
10. Supervises and evaluates staff as assigned
11. Provides variety of reports and statistical records as needed
12. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 5

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board policies and procedures and consistent with collective bargaining agreements when applicable.