

**TITLE:** PERSONNEL ADMINISTRATOR

**QUALIFICATIONS:**

1. California administrative services credential authorizing service in area of assignment
2. Successful public school teaching or services experience desirable
3. School site management experience desirable
4. Demonstrated history of effective human relations skills
5. Ability to work harmoniously with and to resolve conflict involving parents, community and all levels of district staff

**REPORTS TO:** Administrator as assigned

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To manage District complaint office and serve as District representative in bringing resolution to complaints that cannot be resolved at site level; to assist in management of District personnel programs as assigned

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates receipt, referral and resolution of complaints received at District office from staff and public
2. Supervises referral of complaints to appropriate site complaint contacts or appropriate others
3. Investigates, resolves or makes recommendations for resolution of complaints not successfully concluded at site level
4. Interviews staff, parents or others as necessary to investigate and process complaints
5. Prepares letters, memoranda and other written documents required in complaint resolution process
6. Ensures compliance with District procedures, Board policies and applicable laws and regulations related to complaints
7. Develops and maintains effective working relationships with staff and public; maintains appropriate confidentiality in processing of complaints
8. Supervises staff as assigned
9. Keeps accurate written records of complaints received and/or resolved for duration specified in law or policy; prepares reports and other documentation as needed
10. Assists in providing “highly qualified” teachers as required by No Child Left Behind (NCLB) and with other personnel programs as assigned
11. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; management salary schedule, code 15

**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.