

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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<b>Title:</b> Director of Personnel - Leadership Development	<b>Reports To:</b> Assistant Superintendent, Personnel Services
<b>Department:</b> Certificated Personnel	<b>Classification:</b> Management
<b>Work Year:</b> 12 Months	<b>Salary:</b> Certificated Management

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### **Basic Functions:**

Under the direction of the Assistant Superintendent, Personnel Services, the Director of Personnel – Leadership Development, shall design, plan, organize, implement and oversee the District Leadership Development Program; identify, promote and recruit highly qualified district personnel for leadership roles and participation in the program; mentor, coach and assist new and current site administrators; assist the Assistant Superintendent in administration of all areas aligning with the Personnel Services Division.

### **Representative Duties/Essential Functions:**

1. Design, plan, organize, implement and oversee the District Leadership Development Program.
2. Identify, promote, recruit, train, and support high quality leaders district-wide.
3. Confer with current administrators to identify high quality leaders.
4. Design, plan and implement an Aspiring Administrators Academy for personnel new to administration and for existing administrators seeking Director and/or further leadership roles.
5. Mentor, coach, train, support and regularly meet with high quality leaders and aspiring administrators; may conduct school site visits as necessary.
6. Regularly meets and conducts school site visits to support new and current school-site administrators as assigned.
7. Mentor, coach, train and support new school-site administrators.
8. Mentor, coach, train and support current school-site administrators as assigned.
9. Mentor, coach, train and support district level administrators as assigned.
10. Guide, collaborate and support new and current administrators with Administrative Induction Credentialing Programs as necessary.
11. Researches and identifies current administrator training needs and recommends training programs to improve leadership capacity.

12. Design, plan, and conduct regularly scheduled trainings for new and current administrators to improve leadership capacity.
13. Research, identify and network with leadership development partnerships such as, but not limited to, The National Institute of School Leaders (NISL) and New Leaders.
14. Meets periodically and networks with other personnel professionals to maintain current knowledge and practice of personnel related services.
15. Assists with District-wide recruitment efforts.
16. Assists with certificated personnel related processes such as, but not limited to: negotiations, collective bargaining agreement interpretation, complaints, employee evaluation, grievance responses, and staffing needs as assigned.
17. Regularly meet, plans, collaborates and assists the Personnel Services leadership team.
18. Perform other Certificated Personnel related duties as assigned.

**Knowledge and Skills Required:**

1. Knowledge of current principles, expectations and practices of Personnel related services and public school administration;
2. Knowledge of the California Standards for the Teaching Profession (CSTP);
3. Knowledge of the California Professional Standards for Education Leaders (CPSEL);
4. Knowledge of school law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration, supervision and training; Labor relations law and the Collective Bargaining Agreement;
5. Knowledge of Federal, State, and District policies, guidelines and laws related to personnel services;
6. Knowledge of budget planning and monitoring;
7. Ability to provide effective visionary leadership and strategic planning to focus personnel and material resources towards the primary goal of leadership development;
8. Ability to effectively communicate and work with diverse groups of people such as (but not limited to) District Office Personnel, Principals, Teachers, Students and Parents;
9. Ability to direct, supervise and evaluate personnel as assigned;
10. Ability to clearly communicate, both orally and in writing, so others will be able to understand;

This job is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

- **Environment:**
  - a. Indoor – frequently
  - b. Outdoor – occasionally

- c. Ability to work at a desk and in meetings of various configurations

**Education and Experience:**

- Master’s Degree or higher
- Minimum of three (3) years teaching, with increasingly responsible and successful leadership, experience
- Minimum of three (3) years school site principal, with increasingly responsible and successful leadership, experience.

**Licenses, Certifications and Testing Required:**

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have the ability to obtain a valid California Driver license.

**Physical Requirements and Working Conditions**

- The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

**Work Year: 226 days**

Board Approved: June 27, 2017