

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Director of Certificated Personnel

Reports To: Assistant Superintendent,
Personnel Services

Department: Certificated Personnel

Classification: Management / Supervisory

Work Year: 12 Months

Salary: Management Salary

Basic Functions:

Under direction of the Assistant Superintendent of Personnel Services, plans, organizes, directs and implements the District's personnel program with specialized responsibilities in the recruitment, selection, retention and subsequent professional development for implementation of highly qualified personnel in order to meet state and federal mandates, especially categorical mandates related to No Child Left Behind.

Representative Duties:

1. Develops, recommends and implements policies and procedures for the assignment, training and evaluation of certificated employees.
2. Coordinates and implements parent notification requirements related to teacher qualifications.
3. Provides direction and training to administrators in matters pertaining to evaluation and professional growth of staff.
4. Coordinates and monitors certification/credentialing of certificated staff to insure compliance with state and federal mandates.
5. Implements and facilitates the District's complaint processes including Citizen Complaints, Employee to Employee Complaints, Discrimination, and Harassment.
6. Carries out personnel procedures, advises, consults and assists all administrators and supervisors with respect to applications, eligibility, selection committees, appointments, training, performance, professional growth and advancement, evaluations, promotions, processing of grievances, demotions, transfers, dismissals, resignations, layoffs, and re-employment of personnel.
7. Confers with principals and supervisors to determine needs for certificated positions.
8. Administers, interprets and applies provisions of the Education Code, relevant federal and state laws, District policies and procedures and collective bargaining agreements.
9. Researches, compiles and analyzes data for District, state and federal reports.

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10. Assists in the writing and maintenance of management and certificated employee job descriptions and specifications.
11. Identifies certificated in-service training needs and recommends training programs for the purpose of increased capability of certificated employees.
12. Meets periodically with other personnel professionals to understand new directions and improvements in the deliver of personnel services.
13. Attends Board of Education and other meetings and conferences as directed.
14. Facilitates the District Peer Assistance and Review and Beginning Teacher Support and Assessment Program.
15. Facilitates new teacher induction programs and new teacher orientation.
16. Facilitates services for Guest Teachers including training and recognition programs.
17. Performs other duties as assigned.

Knowledge and Skills Required:

1. Provisions of federal legislation under NCLB and State Education Code governing employees in school districts; district policies; and other applicable legal requirements.
2. California Standards for the Teaching Profession;
3. Laws, rules and guidelines affecting the administration of public school district personnel administration and employer/employee relations management;
4. Principles and practices of public school district administration and organization;
5. Principles of supervision, training, and program administration;
6. Oral and written communication skills

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.

Education and Experience

1. Valid California Administrative Services Credential required.
2. Master's Degree
3. School personnel administration experience in the areas of recruitment and labor relations.
4. A minimum of three (3) years of increasingly responsible experience in supervising a comprehensive personnel operation or performing the major duties of a personnel operation.
5. Successful school site administrative and teacher experience required.

Licenses, Certifications and Testing Required:

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have the ability to obtain a valid California Drivers 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.

Revised: February, 2008