

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Administrator, Certificated Recruitment and Staffing	REPORTS TO:	Director, Certificated Human Resources
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Management
FLSA:	Exempt	SALARY GRADE:	032
REVISED:	May 29, 2008		

BASIC FUNCTION:

Plan, organize, and administer the recruitment, hiring, placement, transfer and reassignment of certificated personnel in accordance with credential requirements, and district need and federal and state laws; administer certificated employee performance management program and employee discipline by advising administrators regarding the disciplinary process, conducting pre-disciplinary meetings, and ensuring that disciplinary actions comply with pertinent district rules, collective bargaining provisions and legal mandates.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, and administer the recruitment, hiring, placement, transfer and reassignment of certificated personnel in accordance with staffing formulas, credential requirements and district need. *E*

Design and implement sound selection procedures. *E*

Monitor staff assignments at each district school to determine vacant and excess positions according to staffing formulas established by the Finance department; confer with principals and other site administrators to arrange for transfer of over-formula staff to areas of need; offer official contracts of employment for new teaching staff; fill vacancies and monitor the ethnic balance of teaching staff at each school. *E*

Administer certificated employee discipline by advising administrators regarding the discipline process, conducting pre-disciplinary meetings, ensuring that disciplinary actions comply with pertinent district rules, collective bargaining provisions and legal mandates, and prepare memorandums for the Board of Education. *E*

Counsel certificated employees having performance and/or disciplinary problems. *E*

Direct the district's response to requests for reasonable accommodation pursuant to Americans with Disabilities Act. *E*

Consult with and advise district staff and employee organization representatives on policies, procedures, and interpretations of laws, rules, and regulations pertaining to the administration of personnel programs. *E*

Develop personnel policies, procedures, and interpret contract language related to certificated personnel. *E*

Review requests for leaves of absence and recommend approval or disapproval in accordance with District policy procedures and collected negotiated agreements. *E*

Meet with teacher association regarding various issues including grievances, post/bid staffing procedures and individual issues. *E*

Participate at table negotiations with bargaining units as directed. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Review existing and pending legislation related to procedural guidelines and the District's certificated staffing practices and recommend origination, modification, or support of legislative measures. *E*

Supervise and evaluate the performance of assigned staff. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination equivalent to a master's degree in human resources, public administration or a related field and five years of experience in educational leadership positions. Those with Administrative Services Credential are encouraged to apply.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of procedural guidelines and the District's certificated staffing program.
Modern theories, techniques and methodologies of instruction and school operation.
District educational programs, policies and staffing criteria.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, influence, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and administer District certificated staffing program activities.
Provide leadership and direction to the certificated staffing program.
Train and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines and the District's certificated staffing program and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
Coach and counsel others
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

Job Code 1630

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