

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Administrator, Human Resource Services	<b>REPORTS TO:</b>	Deputy Administrative Officer- Human Resource Services
<b>DEPARTMENT:</b>	Human Resource Services	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	032
<b>EFFECTIVE DATE:</b>	July 1, 2000		

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### BASIC FUNCTION:

Plan, organize, control and administer the placement, transfer and reassignment of certificated personnel in school in accordance with staffing formulas, credential requirements and management and employee preference; supervise and evaluate the performance of assigned personnel.

### REPRESENTATIVE DUTIES:

Plan, organize, control and administer the placement, transfer and reassignment of certificated personnel in school in accordance with staffing formulas, credential requirements and management and employee preference. **E**

Monitor staff assignments at each secondary 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**

Evaluate credentials, experience and education of teaching applicants and teachers returning from leaves of absence in relation to job requirements of vacant positions; coordinate selection and placement with principals and program managers; assure placement of unassigned secondary teachers within existing budget allocations. **E**

Study transfer requests filed by certificated staff; evaluate factors such as seniority, credentials, experience, specialized education, ethnic group and other data pertinent to the needs of the District. **E**

Administer secondary post and bid process (voluntary transfer); work with principals to determine positions to be posted, evaluation of qualifications of bidders and selection and notification of successful candidates. **E**

Administer the recruitment, screening and selection of staff for special services and programs such as integration, gifted, counselor and District counselor; participate in professional recruiting activities at various college and university campuses. **E**

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

Maintain the official assignment book of certificated staff; prepare assignment authorizations for new hires; review and approve assignment authorizations for assuagement changes; assure that school staffing does not exceed staffing allocations. **E**

Respond to written and electronic correspondence from applicants and individuals requesting information. **E**

Review personnel files with teachers and visiting teachers; review materials to go into personnel files prior

to placement. **E**

Supervise the preparation of records, reports and statistics on new hires, transfers, reassignments, leaves of absence, returns from leave, separations and family care leaves. **E**

Monitor certificated staff members whose performance has been evaluated as less than effective. **E**

Complete adoption background reports for certificated employees; complete reference requests from other Districts and employment agencies. **E**

Monitor budget allocations for elementary District counselor and nurse time; assure budget allocations are not exceeded; assign District counselors and nurses; make staffing adjustments when allocations change; supervise the preparation of time sheets for District counselors and nurses. **E**

Coordinate the USCD Intern Program; supervise intern support teachers; interview and assign intern candidates; monitor intern grant budget. **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**

Monitor mentor teacher assignment and related post/bid compliance issues. **E**

Supervise the preparation of contracts for walk-on coaches; follow-up on fingerprint conviction report. **E**

Confer with affected employees and develop and monitor individual calendars with employees changing from a traditional to a year-round schedule. **E**

Establish, maintain and support standards of personal conduct and discipline in accordance with the current discipline policy approved by the Board of Education. **E**

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. **E**

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs regarding certificated staffing and related activities; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

Provide technical expertise, information and assistance to the Deputy Administrative Officer -Human Resources regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Deputy Administrative Officer of unusual trends or problems and recommend appropriate corrective action. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **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**

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in human resources, public administration or a related field and five years of experience in educational leadership positions at a school site.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.  
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, 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.  
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.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
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.