

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Certificated Human Resources	REPORTS TO:	Director, Certificated Personnel
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	022 Management
ISSUED:	June 20, 2008		

BASIC FUNCTION:

Manage the district's visiting teacher workforce; ensure teacher assignment compliance pertaining to certificated credentials and No Child Left Behind (NCLB) subject area authorizations; support certificated staffing and recruitment functions; develop and submit state and federal reports for grants and/or the securing of education funds; and implement other human resources functions as assigned.

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

Manage the district's visiting teacher workforce, including the development of best practices; assist principals with visiting teacher performance issues; notify visiting teachers whose performance has been evaluated as less than effective; and release visiting teachers as appropriate. **E**

Supervise the operation of credentials, information services, recruitment, certificated staffing, and/or other human resources areas. **E**

Review, analyze and interpret proposed and existing legislation related to credential requirements for certificated employment and act as district resource; assist district and outside agencies in fulfilling mandated requirements. **E**

Compile data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements. **E**

Conduct research projects, evaluate information, make analyses, and prepare reports with rationale and conclusions. **E**

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

Respond to inquiries from a variety of internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties. **E**

Supervise the preparation of information bulletins, correspondence, reports, and analytical studies. **E**

Assist with and participate in the planning, development, and implementation of human resources long range goals and objectives and the development of measures of achievement and effectiveness; plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. **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**

Maintain a wide variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. **E**

Participate as a district representative in contract negotiations; research and compile data pertaining to the district's negotiations with designated exclusive representatives. **E**

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

Direct and/or supervise assigned staff, including selection, training and evaluation. **E**

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university with a major in business administration, public administration, education or other appropriate field and four years of recent, progressively responsible, directly related experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations and laws pertaining to assigned human resources functions.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Interpret and apply education codes and collective bargaining agreements.

Design and maintain computerized record keeping systems that interface with human resource management information systems technologies.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1627

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