



Ross Valley School District

Director of Human Resources

Department/Division:	Human Resources
Reports To:	Superintendent
Provides Direction To:	Support Staff
Classification Status:	Certificated Management (not a STRS recognized position; must complete/file "election" form)
Board Adopted:	March 3, 2020

DISTINGUISHING CHARACTERISTICS

Under the direction of the Superintendent, the Director of Human Resources is responsible for the overall leadership and implementation of the District's Human Resources Department and serves as a member of the Superintendent's Cabinet. The Director of Human Resources plans, organizes, and leads the human resources team in recruiting, hiring, training, and retaining quality and diverse temporary, short-term, substitute, classified, certificated, and management employees; assures compliance with applicable District rules and policies, State and Federal laws, codes and regulations; oversees the evaluation process; serves as the District's chief negotiator; supervises and evaluates the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develops, refines, and administers effective, fair, equitable, and comprehensive human resources systems and procedures to attract and retain a well-qualified and diverse employee workforce, including, but not limited to, certificated, classified, temporary, short-term, substitute, and management employees.
- Oversees student enrollment and projections; monitors, analyzes, and recommends staffing allocations based on student enrollment projections, class size, and program needs.
- Designs, directs, and leads the recruitment (including through universities/colleges and job fairs), selection, and hiring of staff in cooperation with site and program administrators/supervisors to ensure consistency and compliance with district policies, state and federal law, and contractual provisions.
- Ensures that all staff meet the credential and/or training requirements in accordance with state and federal requirements; works with MCOE and the CTC to determine appropriate permit options available for certificated employees who do not yet have the required valid CA credential/s.
- Establishes and maintains systems for onboarding new employees and deactivating inactive employees to ensure District systems remain current; completes and provides

- reference and verification information of current and former employees.
- Coordinates with classified, certificated, and other administrative representatives to plan and conduct orientation programs to new employees; oversees new teacher and administrator induction and training; facilitates the Support and Improvement and Peer Assistance Review programs.
 - Directs the implementation of employee assignment, transfers, reassignments, promotions, disciplinary actions, layoff, release, non-reelection, and/or termination in accordance with Ed Code requirements, Board policy, and collective bargaining agreements; represents the District at PERB, unemployment, and other hearings.
 - Provides accurate and timely technical expertise, information, and assistance to the Superintendent and to the Board; attends Board meetings; prepares and presents personnel and other related reports and policies for Board discussion and/or action; updates the Board in closed sessions regarding employees and other human resources matters; contributes to District communications.
 - Oversees and participates in the administration of Affirmative Action and Equal Employment Opportunity; acts as the District Title IX, Williams (related to teacher vacancy and misassignment), and Compliance Officer related to discrimination, harassment, alleged misconduct, and other personnel issues; conducts, coordinates, and/or oversees outside contracted services of investigations.
 - Oversees the human resources activities related to District health and welfare benefits program, initiating and terminating benefits for employees, including COBRA notification.
 - Oversees implementation of leaves in accordance with statutory and collective bargaining requirements; implements interactive process protocols related to worker's compensation and/or personal illness and/or accident to determine accommodations, bridge assignments, and alternate assignments, as applicable.
 - Collaborates with all members of the District management team, employee representatives, attorneys, and outside organizations; provides mediation and conflict resolution training and services to ensure accurate interpretation and implementation of and compliance with the district's human resources policies, procedures, collective bargaining agreements, as well as of state and federal policies, laws, and regulations.
 - Provides for development, review, and revision of job descriptions; conducts periodic job audits and analyses.
 - Directs the development and preparation of the annual budget for the Human Resources Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
 - Attends and participates in professional committees, conferences, workshops, and meetings; maintains current knowledge of trends and innovations as well as of laws, codes, regulations and pending legislature related to human resources activities; directs the modification of programs, functions and procedures to ensure compliance with local, state and federal requirements.
 - Develops and maintains a productive working relationship with employee and administrative groups; works proactively to resolve issues and utilizes problem solving and mediation techniques to bring about resolution before they become formal grievances.
 - Serves as member/lead/chief negotiator for labor negotiations and contract management, including negotiations subcommittees; prepares district proposals, drafts contract language, plans and facilitates negotiation sessions; monitors and supports adherence to and interpretation and implementation of employee collective bargaining agreements.
 - Directs and monitors evaluation of all employees; oversees process for tracking notification and receipt of evaluation paperwork; reviews evaluations to assure compliance with established standards and requirements; provides staff development to management team regarding supervision, evaluation, interpretation and application of personnel policies and employee contracts.

- Plans, organizes, coordinates, conducts, and monitors procedures for admitting visitors to and utilizing parent and community volunteers in the schools.
- Participates in the administration and maintenance of the district's compensation system, monitors and coordinates communication among Personnel, Payroll, and Position Control; places positions in appropriate ranges and steps; oversees preparation and distribution of necessary paperwork in the event of a change in an employee's position, salary or special payments, or in the event an employee retires, resigns or otherwise leaves employment of the district.
- Directs the preparation and maintenance of a variety of narrative and statistical reports (e.g. CBEDS, SARC, LCAP, Williams, CalSAAS, etc.); establishes and maintains a system of central personnel record keeping for all employees (e.g. personnel files, staffing lists, seniority lists, evaluation, professional growth, credentialing and certifications, etc.); protects confidentiality of records and information about staff and uses discretion when sharing any such information within legal confines.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

- Plan, organize, and direct the District-wide human resources operations and activities including the recruitment, screening, examination, selection, processing, classification, and compensation of all employees.
- Demonstrate a commitment to professional growth and ethical standards related to identified areas of responsibility and to advance the mission, goals, and policies of the District.
- Remain current on and correctly apply State and federal regulations, requirements, laws, rules, court rulings, statutes, regulations, and policies regarding personnel matters and employment, civil rights, Title IX, etc.
- Implement best techniques, guidelines, and strategies related to personnel practices, effective bargaining techniques, and labor relations.
- Coordinate and direct communications as well as provide consultation and technical expertise concerning human resources operations, standards, requirements, practices, procedures, information, labor negotiations, and employee supervision and evaluation functions.
- Demonstrate exemplary skills in written and oral language with the ability to communicate respectfully, clearly and concisely by telephone, in person, and in written form.
- Make effective presentations, produce high quality reports, draft policies and procedures, and product publications; direct the maintenance of a variety of reports, records and files related to assigned activities.
- Possess the characteristics of honesty, openness, warmth, humor, and integrity; remain calm, flexible, and work effectively under pressure and with frequent interruptions.
- Demonstrate strong interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and staff development to create exciting conditions for learning; maintain positive and effective interactions with all elements of the school community; act independently with authority and assurance within the purview of assigned functions.
- Collect, organize, analyze, interpret, and apply job-related information and data including budget development, monitoring, and management; organize, plan, coordinate and direct a variety of complex operations; ability to handle both detail work and large-scale planning as well as develop and monitor both short- and long-term strategic and action planning; reason logically and creatively identify problems, draw valid conclusions, and develop effective solutions.
- Implement supervisory and evaluation leadership practices in the areas of instructional

practices, standards-based curriculum, formative and summative assessments, staff development, research-based data analysis, and school reform.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities are:

Qualifications:

1. Master's Degree or higher from an accredited college or university.
2. Minimum of three years of experience in a leadership position at the site and/or district level, including managing, supervising, and evaluating personnel.
3. Experience in instructional coaching such as Induction, PAR, or some other form of academic coaching preferred.

License or Certificate:

1. Valid California Teaching or Specialist Credential.
2. English Language Learner Certification (e.g. CLAD, ELD/SDAIE, CTEL).
3. Valid California Administrative Services Credential.
4. Personnel academy completion (e.g. ACSA) preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and/or stand for extended periods of time; talk and hear, in person and by telephone; use hands and fingers to touch, handle, feel, or operate standard office equipment including technology; and reach with hands and arms. The employee may be frequently required to walk, bend, stoop, crouch and to grasp, lift, carry, push, pull, and move records and documents typically weighing up to 30 pounds or more, on occasion. Ability to perform extensive work at a computer display terminal. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, and others encountered in the course of work. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

Employees regularly work in an indoor office environment. The employee will work under typical conditions which are moderately quiet, but may encounter a loud noise level, occasionally. The employee will travel to District sites, offices, various events, training facilities, meetings and other engagements as needed.