

MANAGEMENT JOB DESCRIPTION

EXECUTIVE DIRECTOR OF HUMAN RESOURCES, TEACHER RESIDENCY AND CHARTER SCHOOLS

JOB SUMMARY:

Under administrative direction from the Assistant Superintendent for Human Resources Services and Support, coordinates the programs of recruitment, medical examinations, testing, performance evaluation, employee discipline and counseling, credentials, and contract management for employees; and is committed to teamwork, collaboration, and cross-training job functions to provide optimum services for students, staff, and community along with general support in all Human Resources functions. The job of the Executive Director position is to provide oversight and effective implementation of the Teacher Residency Program. This role will include faculty seminar planning and instruction, facilitating regular mentor collaboration and professional development, collaborating on curriculum development; providing individual coaching to support and create a robust and excellent pipeline of future educators. Additional responsibilities will include being the district representative with charter schools and attending the regular charter school joint meeting.

ESSENTIAL JOB FUNCTIONS:

- Commits to District's Vision and Values including quality staffing.
- Plans, develops, and implements the District's employment programs, including, but not limited to: recruitment, personnel recommendations, and assignments; performance evaluations; salary schedule placement; exit interviews; data-driven reports; surveys; staff development and professional growth; online employment application process; and medical examinations for applicants and employees.
- Assists supervisors with employee-related issues and concerns.
- Assists employees regarding work problems.
- Provides technical personnel support to all District sites and departments.
- Provides administrative and technical staff assistance to Assistant Superintendent of Human Resources.
- Assists in determining site certificated staffing needs based on student enrollment and current staffing allocation.
- Coordinates the screening, interviewing, and employment of personnel; prepares postings for open positions; interviews and screens applicants; assists applicants regarding questions about positions; and refers applicants to sites for interviews.
- Directs the preparation of recommendations for employment, transfers, leaves of absence, resignations, and retirements or terminations of personnel.
- Supervises and evaluates Human Resources staff as assigned.
- Monitors assignments of teachers to ensure compliance with credential requirements and supervises work on credential applications.
- Assists with the annual evaluation of staff; and monitors and participates in employee discipline.
- Directs and supervises the assignment of substitutes to positions within the District.
- Selects, supervises, trains, and evaluates assigned staff.

EXECUTIVE DIRECTOR OF HUMAN RESOURCES, TEACHER RESIDENCY AND CHARTER SCHOOLS
PAGE 2

- Monitors program and site compliance with pertinent rules, regulations, and laws regarding employment; and assists in ensuring the District's Affirmative Action Program is carried out.
- Represents the District at meetings and conferences related to employment and prepares, presents, and assists with reports concerning personnel and other correspondence.
- Serves on various District committees to support all divisions and sites.
- Utilizes high-tech procedures for application process and reports.
- Provides coaching, support, and professional development to principals, teachers, and staff.
- Oversees policies and procedures to ensure effective and efficient management controls among District schools and/or Charter schools.
- Leads the overall vision, management and execution of the residency, serves as a key collaborator and partner with supporting university, and guides mentor and resident development.
- Supervise, manage and support Teacher Residents through the Residency year.
- Design and facilitate group professional learning for all mentors and provide on-going coaching and support.
- Support and collaborate with site principals who work with Teacher Residents.
- Lead site visits that foster Resident and Mentor growth.
- Oversees and monitors resident progress around course requirements, degree and credential requirements and works collaborative with respective university(ies) to ensure Residents are supported and on track for graduation.
- Collaborate with District leadership and respective university to recruit, select, and match resident/mentor cohort each year.
- Travel as necessary
- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Administrative credential required.
- Master's Degree or higher.
- 5 or more years of experience and success in related roles. Experience as school principal preferred.

Knowledge, Skills, and Abilities

- Highly knowledgeable and experienced with research-based culturally responsive school leadership practices and equity-driven leadership.
- Demonstrated leadership and project management skills (planning, coordinating, implementing, and evaluating).
- Successful experience in planning, providing, and/or facilitating professional development and school improvement activities.
- Experience and demonstrated success with evidence-based decision making.
- Ability to work collaboratively with various groups to gain consensus related to project implementation.

- Demonstrated strong interpersonal skills and positive working relationships with individuals, teams, and stakeholder groups at all levels of the organization.
- Deep understanding of diversity in society, including diverse abilities, culture, language, ethnicity, and gender orientation.
- Demonstration of effective professional practices in teacher and learning, scholarship and service.
- Experienced in supporting highly effective and new teachers.
- Deep knowledge of curriculum, instruction and adult learning.
- Ability to work in ambiguous, complex and rapidly changing environments.
- Experience using the California Standards for the Teaching Profession.
- Demonstrated excellent oral and written communication skills.
- Ability to work independently with limited direct supervision, and to adhere to schedules and timelines.
- Ability to use Microsoft Office tools to facilitate organization, communication, presentations, and data analysis.

BOARD APPROVED: 06/14/23
REVISION DATES: