

COORDINATOR, PERSONNEL SERVICES

DEFINITION

Under direction of the Assistant Superintendent of Personnel, plans, organizes, directs, manages and evaluates personnel and programs; assists in the planning, organization, and conduct of recruitment, selection, and employment processes; provides direction and coordination in the implementation of district programs, such as NCLB, the Williams Settlement, Assignment monitoring, student teacher placements and intern programs; develops and manages a position control system; acts as a liaison with Information Technology regarding technology; interprets legal mandates, Commission on Teacher Credentialing rules, and County Office guidelines concerning personnel; assists in the coordination and implementation of the teachers professional growth program and Beginning Teacher Support activities for certificated employees.

ESSENTIAL DUTIES

- in the absence of the Assistant Superintendent and Personnel Directors, has responsibility for coordination and general direction of the Personnel Department
- manages, trains and audits work of assigned personnel and site staff regarding recruiting for staff selection and credentialing
- assigns, directs, monitors, trains, supervises and evaluates the performance of assigned employees
- assists in the planning of programs designed to ensure compliance with legal mandates
- participates in the employee/employer relations program, including negotiation processes, and contract interpretation and implementation
- assists in the planning, organization, development and implementation of guidelines and procedures to ensure adherence to legal mandates, policies, and regulations pertaining to personnel
- confers, advises, and counsels District personnel regarding various problems, issues and concerns, and provides assistance in determining alternative problem solutions
- participates in the planning, organization, and conduct of personnel orientation and staff development training programs
- liaison with the district BTSA program
- places teachers in the appropriate credential programs and monitors their progress leading to the Professional Clear Teaching credential (SB2042)
- verifies completion of the induction program by participating teachers and recommends teachers for the Professional Clear Teaching credential
- coordinates the TAP Grant program with the State Department of Education and Fiscal Services
- designs and administers Personnel systems
- designs and manages position control system and coordinates with Director of Fiscal Services and Director of Information Systems
- provides training and support to schools and departments on systems to support staffing decisions
- assists in preparation of District annual staff projections and coordinates with Fiscal Services on their allocation budgets
- responsible for assignment/misassignment of certificated staff
- ensures that all certificated Personnel reports and surveys required by Local, State or Federal agencies are prepared and submitted in a timely fashion

- analyzes and implements new California Department of Education (CDE) changes required for certificated personnel services
- recommends goals and objectives for the Personnel Department
- monitors and reviews existing and proposed legislation related to personnel
- advises administrators, school site staff, and District staff regarding various policies and procedures pertaining to Personnel, No Child Left Behind, the Commission on Teacher Credentialing and the Williams Settlement and other assigned areas
- participates in Program Reviews, Coordinated Compliance Reviews and other District Accountability activities
- represents the District at conferences, meetings, and seminars; participates on committees for the purpose of establishing a professional network or providing professional expertise
- other duties as assigned

QUALIFICATIONS

Knowledge of: Principles, practices, methods, trends, strategies and techniques pertaining to personnel management; position control procedures; principles and practices of management, administration, supervision and training; legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management; practices, procedures, and techniques pertaining to automated personnel record management, storage, and retrieval systems.

Ability to: Effectively and efficiently manage, plan, organize and coordinate comprehensive personnel management programs; prepare clear and concise comprehensive personnel reports and statements; perform complex data analysis and research; manage, supervise and train employees in personnel operations; establish and maintain cooperative and effective working relationships with district personnel during the course of assigned duties; communicate effectively in oral and written form.

EXPERIENCE AND EDUCATION

Experience: Four years of increasingly responsible and technical professional personnel experience, including management, and supervisory experience.

Education: Any combination of professional trainings and/or experiences equivalent to four years in personnel, or a combination of fields directly related to position requirements.