



RIALTO UNIFIED SCHOOL DISTRICT

LEAD PERSONNEL AGENT Management Job Description

DEFINITION

The Lead Personnel Agent is directly responsible for recommending qualified certificated/classified employees as well as, planning, organizing, and coordinating the recruitment, selection, assignment and evaluation of employees. Reports to the Superintendent and supervises assigned personnel staff.

ESSENTIAL DUTIES

The specific duties and responsibilities of this position shall include, but are not limited to, the following:

- Supervises personnel functions related to certificated and classified personnel.
- Directs, manages, and evaluates the work of the clerical and technical staff of personnel.
- Interprets district policies, practices and procedures to administrators, teachers, certificated support staff, classified staff, and applicants.
- Serves as a resource person for information relative to the Education Code, employee agreements and legal regulations pertinent to personnel practices, staffing, assignments and enrollment projections.
- Develops personnel policy proposals and recommendations.
- Directs, or assists with, collective bargaining for all bargaining units.
- Conducts analysis for district and state reports, such as CBEDS, Administrator-Teacher Ratio, WASC, credential assignment report, staffing/enrollment report.
- Ensures that all Personnel Services reports and surveys required by Local, State or Federal agencies are prepared and submitted in a timely fashion.
- Advises administrators, school site staff and District staff regarding various personnel policies and procedures, position control, and applicant database.
- Analyzes and implements new California Department of Education (CDE) changes required for classified and certificated personnel services.
- Participates in the development and implementation of District goals, objectives, policies and procedures.
- Trains and evaluates recruitment team members; acts as lead recruiter.
- Participates in the preparation and administration of the department budget and monitors the recruitment budget.
- Coordinates the District program of recruitment, selection, assignment, and evaluation of all personnel.
- Maintains current information regarding employment patterns within and outside the District.
- Plans and implements the teacher recruitment program.
- Administers portions of the Collective Bargaining Agreement.
- Assists in the resolution of complaints and discipline relating to all personnel in the district.
- Maintains close relationships with colleges, universities and other professional contacts to enhance the District's recruitment effort.
- Provides various workshops for potential employees at local colleges and universities as needed.
- Provides various orientations to new employees and substitutes and works cooperatively with the Induction Program regarding new teachers.
- Provides staff in-service programs as directed.
- Serves as a resource person for information relative to the Education Code, employee agreements and legal regulations pertinent to Personnel practices, staffing, assignments and enrollment projections.
- Attends Board of Education meetings as required and participates on District Committees as assigned.
- Prepares correspondence, reports and action plans.
- Stays current with the development of district curriculum, program evaluations, and accountability.
- Exhibits high level of effective communication skills; verbal and written.
- Assists as needed on expulsion panels.
- Supervises and evaluates the performance of staff in compliance with law.
- Assists with supervision at school sites as needed.
- Performs other related functions as directed/assigned.

QUALIFICATIONS

Experience and Education:

- Five (5) years Administrative experience in a school district.
- Master's Degree or higher degree from an accredited college or university
- Possession of a valid California driver's license and a private vehicle
- Fingerprints on file as required by State Law
- TB Skin Test as required by State law

License Requirement:

- Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

- Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS

WORK AREA REQUIREMENTS: Office area. Ability to traverse any part of a 10-20 acre campus which would include asphalt, ramps, sidewalks, grass, baseball field, track, blacktop.

PHYSICAL REQUIREMENTS: The time requirements are listed considering this wording and meaning:

Occasionally/Low – up to 3 hours

Frequently/Medium – 3 to 6

Constantly/High – 6 to 8 hours plus

Stooping:	Occasionally	Kneeling:	Occasionally
Bending:	Occasionally	Sitting:	Occasionally
Lifting:	Occasionally	*Driving:	Occasionally
Reaching:	Occasionally	Walking:	Frequently
Handling:	Frequently	Push/Pull:	Occasionally
Grasping:	Frequently	Standing:	Occasionally
Fingering:	Frequently	Carrying:	Frequently

**Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.*

FREQUENT MOTION:

Twisting:	Frequently	Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently	Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Frequently	Reaching above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently		

SENSORY REQUIREMENTS:

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

THIS JOB REQUIRES:

Attention to detail:	Constantly
Alertness:	Constantly
Recall of names and dates:	Yes
The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees	

MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:

Heat:	Occasionally	Odor:	Low
Noise:	Frequently	Humidity:	Low
Moisture:	Occasionally	Fluorescent lights:	Constantly
Working in close quarters with others:	Yes	Floor may be slippery at times:	Low
Working inside:	95% of the day	Working outside:	5% of the day

ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:

Team work:	Yes	Frustration:	Medium
Repetitive Tasks:	High	Level of responsibility:	High
Must keep up with schedule:	High	Flexible:	Yes
Able to work overtime as needed:	Every day		
Dealing with angry teachers, students and parents:	Occasionally		

PHYSIOLOGIC FACTORS:

Have a high level of consciousness:	High all day
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes