

TITLE: ASSISTANT DIRECTOR, CERTIFICATED PERSONNEL

WORK YEAR: 248 Days

NON-DUTY: 27 Days

REPORTS TO: Director of Certificated Personnel & Leadership and Development

PRIMARY FUNCTION:

Under the direction of the, Director of Certificated Personnel – Leadership and Development, plan and assist in the recruitment, development, and the implementation of the District Certificated Personnel system, certificated substitute and credentialing services, also including the planning and coordinating of trainings and providing direct support to the schools in the described areas.

REPRESENTATIVE DUTIES:

- Work with principals and other management personnel to ensure a consistent, cohesive and carefully articulated personnel practices across all sites and levels.
- Serve as a resource person to schools to support the successful staffing and recruitment of Highly Qualified Teachers. (HQT)
- Assist with the development of new projects that enhance RUSD in recruiting and sustaining quality teachers and administrators.
- Assist with recruitment, interviewing, selecting, assigning, transferring, promoting and terminating personnel.
- Provide direction in matters pertaining to evaluation and professional growth of staff, and provide individual services to all personnel.
- Coordinate summer school activities with Instructional Services.
- Design, provide, and/or coordinate trainings that relate to personnel in assigned area(s) of responsibility.
- Prepare and deliver oral presentations and reports to principals, parent groups, and the Board of Education.
- Assist with the preparation of required reports, both written and oral.

- Maintain records of changes in status of certificated personnel; record salary placement, verify and submit to payroll; calculate pay changes and submit to payroll; maintain certificated salary schedules.
- Compile and organize data to produce a variety of lists and reports; input and retrieve data from the computer applications; prepare procedural manuals; update certificated personnel forms.
- Maintain certificated and certificated management personnel salary files.
- Conduct special studies and surveys on personnel-related matters and prepare written reports.
- Provide background and/or technical information related to affirmative Action, Equal Employment Opportunity, and Employer-Employee Relations matters.
- Actively participate in all areas of certificated recruitment.
- Assist with negotiations and the interpretation of the negotiated contracts.
- Coordinate the workload of technical staff of the office as required.
- Conduct trainings for new teacher and substitute teachers to the District.
- Prepare annual reports of department activities, goals, accomplishments, and other information.
- Coordinate District compensation and salary placement for management personnel.
- Establish and maintain effective communication with various levels of District staff, community, and other public agencies.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: master's degree and five years' experience in the field of education administration.

LICENSES AND OTHER REQUIREMENTS:

- Authorized California Teaching Credential
- Demonstrated leadership
- Appropriate Administrative Credential Preferred

WORKING CONDITIONS ENVIRONMENT:

- Office environment

PHYSICAL ABILITIES:

- Seeing to read various materials
- Hearing and speaking to exchange information and make presentations.