

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

**TITLE:** **DIRECTOR V, CERTIFICATED PERSONNEL – LEADERSHIP AND DEVELOPMENT**

**WORK YEAR:** **221 Work Days**

**NON-WORK:** **27 Days**

**REPORTS TO:** **Assistant Superintendent, Personnel – Leadership and Development**

### **GENERAL DESCRIPTION:**

Responsible for planning, organizing and implementing all certificated staffing activities, trainings, recruitments, hiring, evaluating and personnel actions. Directs, supports and provides leadership for all K-12 schools specifically targeting aspiring and new administrators.

### **AREAS OF RESPONSIBILITY**

- A. Recruit, interview, select, assign, transfer, promote and terminate personnel.
- B. Coordinate and facilitate the Riverside Unified School District Leadership Academy.
- C. Coordinate and facilitate staff development focused on building the leadership capacity for principals and co-administrators K-12.
- D. Provide specific support for new principals during their first two years.
- E. Provide individualized leadership services and support to K-12 principals and co-administrators in order to build their leadership skills.
- F. Collaborate with other departments to focus on K-12 district goals.
- G. Process and act upon requests for personnel actions.
- H. Give direction in matters pertaining to evaluation and professional growth of staff, and provide individual services to all personnel.
- I. Assist in employer-employee relationships, including contract interpretation.
- J. Research and preparation of personnel reports.
- K. Coordinate summer school activities with the Office of Instruction.
- L. In cooperation with other divisions, determine personnel needs of the district.
- M. Documentation of dismissal or grievance cases.

- N. Attend Board of Education and other meetings and conferences as directed.
- O. Serve on committees which affect personnel practices.
- P. Support and provide leadership in the implementation of district policies.
- Q. Maintain personnel records and maintain a personnel calendar with all deadline dates and personnel responsibilities.
- R. Develop and revise personnel policies.
- S. Other related functions as may be assigned.

**BASIC QUALIFICATIONS:**

- A. Appropriate Administrative Credential.
- B. Master's Degree.
- C. Five years' experience in the field of administration. Director, Certificated Personnel.