

**MT. PLEASANT SCHOOL DISTRICT
Job Description - Management**

JOB TITLE: Director of Personnel

Job Purpose Statement/s: The job of "Director of Personnel" serves as administrator of District personnel services toward achievement of District policies and goals; performs other administrative tasks of a general nature.

Directly Responsible To: Superintendent

Essential Job Functions:

- **Represents** the District as the Chief Personnel Officer.
- **Directs** administration of personnel evaluation program.
- **Monitors** all personnel practices and records.
- **Maintains** all Personnel Department records.
- **Coordinates** employee recognition programs.
- **Coordinates** substitute procurement.
- **Develops** and disseminates position descriptions.
- **Monitors** credentials and employee certification.
- **Responsible** for assignment and monitoring.
- **Manages** recruitment, interview and selection process for position vacancies.
- **Monitors** staffing allocations and position control.
- **Assists** in negotiations with employee groups.
- **Assists** with the Home Teacher program.
- **Represents** administration in grievance management and coordination.
- **Assists** management staff as to application of laws, regulations, personnel practices and issues.
- **Assists** in handling public complaints.
- **Manages** status changes – leaves, termination.
- **Prepares** process for District layoffs.
- **Develops** procedures in areas of responsibility.
- **Works** cooperatively with other personnel.
- **Supervises** and evaluates staff as assigned.
- **Develops** annual objectives in accordance with District policy.
- **Prepares** and administers assigned cost center budget.
- **Assists** with the Worker's Compensation program.
- **Directs** employee insurance programs (e.g. medical, dental, vision, voluntary short/long term disability, cancer, ASRS disability) for the purpose of ensuring open enrollment, billing and claims, COBRA conversions are processed in a timely and accurate manner.
- **Implements** personnel policies and programs for the purpose of conforming to relevant laws, contracts and agreements.
- **Interprets** Governing Board policies, state and federal regulations for the purpose of ensuring MPESD is in compliance with overall human resource practices. Collaborates with Legal Advisor on areas that require legal interpretation.
- **Prepares/Reviews** Personnel agenda for Board.
- **Serves** as the Affirmative Action Officer for the District.

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- **Assists** management and staff in administration, interpretation and clarification of intent of employee contracts.
- **Research** and analyze personnel practices as they relate to Affirmative Action, Diversity, Education Code, Federal and State laws.
- **Monitors** the Personnel Department systems in order to recover state mandated reimbursable costs.
- **Coordinates** Personnel legal matters and prepares materials as appropriate.
- **Provides** support and assistance for all non-represented groups and individuals.
- **Develops** implements and maintains the board policies and procedures related to Personnel.
- **Develops** and presents, as appropriate, training programs related to Personnel and labor relations.
- **Attends** Board of Trustees meetings and Executive sessions as required.
- **Monitors Title II**, teacher preparation including placement of student teachers and collaborating with the Silicon Valley New Teacher Program.
- **Coordinates Title IV** staff development with Directors of Instruction and Special Education.
- **Coordinates** inter-divisional projects and workflow aligned with district priorities and needs
- **Collaborates** with other district administrative personnel for the purpose of implementing and/or maintaining services and programs.
- **Support** Site Administrators as needed.
- **Performs** other duties as assigned.
- **Attends** Superintendent, Community, District and Site meetings as required.
- **Attends** Board of Trustees meetings and Executive sessions as required.

Supervision Exercised or received:

Supervises and evaluates assigned secretarial/clerical staff. Is directly responsible to the District Superintendent.

Qualifications: Education and Experience

- Appropriate administrative credential
- Master's Degree
- Demonstrated ability as an educational administrator; knowledge of personnel practices, laws and regulations; knowledge of special education laws and regulations; knowledge of laws, regulations and policies in areas of responsibility.

Working Conditions:

- **Environment** – The job functions are generally performed in an indoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Physical Abilities** – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- **While performing the duties of this job**, the employee is regularly required to stand, walk, sit, and talk, or listen. The employee may sit for extended periods of time and must have dexterity of hands and fingers to operate a computer keyboard. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust vision.

Clearances:

- **Licenses, Certifications, Testing Requirements**
- Fingerprint/Criminal Justice Clearance; Tuberculosis clearance, Driver's License

Salary Range:

Management Schedule

Director I Range G \$131,432-156,380 220 work days

Director II Range H \$138,278-164,135 220 work days

Doctorate \$1,900

*Range II is equivalent to 8+ years of experience at a Director Level

Updated on 1/21/22

Board Approved 02/09/22