

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**EXECUTIVE DIRECTOR, HUMAN RESOURCE SERVICES/EMPLOYEE
ENGAGEMENT**

DEFINITION

Under the direction of the Associate Superintendent, Human Resource Services, the Executive Director, Human Resource Services/Employee Engagement supports the educational programs of the District by leading, directing, managing, supervising, implementing and evaluating employee professional learning programs.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Develop strategies for a coherent design, implementation, and evaluation of programs that facilitate professional learning, leadership development, and continuous learning for all employees, ensuring compliance with District goals and objectives and all state and federal laws and regulations.
2. Direct, coordinate, and evaluate professional learning and compliance training for all employees, as appropriate to their assigned duties and required by legal mandate.
3. Plan, implement, monitor, and revise as necessary a professional learning registration, evaluation, tracking, and attendance system.
4. Perform needs assessments and review organizational resources to ensure all student and staff professional learning programs are coherent, articulated, consistent, and align with District goals and objectives.
5. Collaborate with colleges and universities regarding teacher training partnerships and degree programs.
6. Oversee the District's Induction programs and supervise Induction Program staff.
7. Evaluate, supervise and counsel members of certificated and classified staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
8. Provide support to the Associate Superintendent with one-time, long-term or on-going special projects as needed.
9. Oversee the substitute teacher, student teacher and intern programs.
10. Coordinate and support District AVID program implementation and oversight.
11. Develop, maintain and coordinate the annual District-wide professional learning calendar.
12. Develop and maintain resources for staff learning to address site specific and employee needs.
13. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
14. Evaluates the effectiveness of staff learning activities and make adjustments as necessary.
15. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

EXAMPLES OF DUTIES (Continued)

16. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; effective staff development research, models and systems; pre-K through adult curriculum and instructional models and practices; Common Core State Standards; Next Generation Science Standards; STEM Education; comprehensive assessment systems; state and federal legal compliance trainings; local, state and federal graduation, curriculum and assessment requirements and current policy related to CCSS; effective teacher, staff, and administrator professional growth and monitoring systems; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

Ability to: Direct, manage and lead the functions and activities of District-wide professional learning activities aligned to the District's strategic focus, identified goals and accountability plan; demonstrate effective, organizational, and administrative leadership; monitor and/or develop programs or mechanisms to improve organizational efficiency; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Six years of successful teaching experience including four years of successful experience in a management or supervisory position.

Credential: Valid California Teaching Credential; valid California Administrative Services Credential.