

## Salem-Keizer Public Schools Job Description

07/15	<u>Director, Employee Staffing</u>	3.11.2
Effective Date	Job Title	Index

1. Primary Function: Coordinates licensed/classified employee personnel functions for the District including the recruitment and selection process, staffing, employee evaluations system, compensation, contract management, personnel records systems, and the recruitment and selection process for supervisory positions.
  
2. Responsibilities:
  - 2.01 Supervises and coordinates the selection process for all staff.
  - 2.02 Supervises and coordinates the recruitment and selection process for supervisory positions.
  - 2.03 Interprets and administers the District Code of Policies and Rules as it applies to evaluation, wage and salary administration, benefits, and other items and conditions of employment for all employees.
  - 2.04 Interprets the District Collective Bargaining Agreements, advises confidential/classified/personnel and supervisors on provisions of the agreements, and monitors the employee grievance process to assure compliance with the agreement.
  - 2.05 Participates in collective bargaining negotiations.
  - 2.06 Administers the staff transfer process.
  - 2.07 Coordinates the development of employee job descriptions.
  - 2.08 Maintains required District employee personnel history files assuring that only necessary and required information is retained.
  - 2.09 Interprets state licensing laws relative to the assignment of staff and the reporting of such assignments to the appropriate state agencies.
  - 2.10 Administers the selection and assignment of practicum and student teachers.
  - 2.11 Coordinates the evaluation process for staff.
  - 2.12 Supervises and evaluates licensed, confidential, and classified staff as assigned.
  - 2.13 Performs other duties as assigned.
  
3. Key Relationships:
  - 3.01 Executive Director of Human Resources: Reports to this position.
  - 3.02 Supervises classified employees as directed.
  - 3.03 Schools, colleges, governmental and private employment agencies: Establishes relationships with them to identify potential candidates for vacancies and in support of program improvement.

- 3.04 Principals and District supervisors: Provides them with personnel services; advises them on interpretation and application of District personnel policies and state and federal labor laws and supports the selection and hiring process.
- 3.05 Director of Instructional Services: Collaborates regarding professional development for staff and teacher quality.
- 4. Planning Requirements:
  - 4.01 Plans recruitment activities and hiring timelines.
  - 4.02 Prepares short range annual projections of staffing and compensation requirements.
  - 4.03 Participates in and plans for negotiations with associations.
- 5. Preferred Qualifications:
  - 5.01 Master's degree
  - 5.02 License: Administrator
  - 5.03 Five years of experience as an administrator
  - 5.04 Two years of experience in Human Resources Management
  - 5.05 Bilingual: English and Spanish
- 6. Term of Employment: 12 Months
- 7. Salary Level: Grade 211A
- 8. Working Conditions:

The position generally works in an office environment with occasional travel to schools and evening meetings and occasional travel to recruitment events.