



compliance with bargaining unit agreements, state and federal laws, board/district policies and regulations, and other applicable rules. **E**

Counsel certificated and classified employees regarding matters related to district employment, wage and salary, leave policies, supervision, evaluation, discipline, and other areas; mediate disputes; conduct pre-disciplinary procedural due process conferences. **E**

Manage Beginning Teacher Support and Assessment (BTSA), pre-intern, mentor, and intern programs including contact with and presentations to colleges and universities; research the availability of grants for teacher training programs; write grants and present

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with a major in personnel, public, or business administration, or a related field, and five years of management or supervisory experience including three years in a personnel or labor relations function.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Functions of personnel, wage and salary administration, contract interpretation, investigations, evaluation, supervision, and discipline.

Sound personnel practices and procedures.

Legal and equitable interview and selection techniques.

Credentialing procedures, requirements, and rules of the Commission on Teacher Credentialing.

Legal procedures and terminology utilized in evaluation, supervision, and discipline.

Bargaining agreements and union contracts.

Applicable laws, codes, regulations, policies, and procedures including the Americans With Disabilities Act, the Fair Labor Standards Act, the Family Medical Leave Act, Due Process (Fourteenth Amendment), Title VII of the Civil Rights Act, Equal Pay Act, Vietnam Era Adjustment Act, Age Discrimination in Employment Act, Title V of the Rehabilitation Act, Health Insurance Portability Act, Federal Occupational Safety and Health Act, Immigration and Naturalization Services Regulations, Drug Free Work Place Act, Omnibus Transportation Employees Testing Act, California Family Rights Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws.

Budget preparation and control.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Excellent and effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

**ABILITY TO:**

Plan, organize, control, and direct a variety of Human Resource functions.

Provide technical information and assistance on personnel issues.

Work independently with little direction.

Make effective presentations, and provide training to diverse audiences.

Appropriately apply laws, codes, policies, regulations, procedures, and other rules.

Establish and maintain effective working relationships with staff, unions, parents, and the public.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, contracts, and procedures.

Analyze situations accurately, and adopt a legal0.98fP 414.3 196.3 Tm0 g0 60 612 792 reW\*nBT/F.000n(latiopt)-2(se o)-3(Q

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to monitor various activities, read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, .005)-126.0024-111 ETs,-126.0