

# FREMONT UNION HIGH SCHOOL DISTRICT



CLASS TITLE: DIRECTOR OF HUMAN RESOURCES

## I. Qualifications:

Required: Valid Administrative Credential

Education: Required – B.A. or B.S.  
Desirable – M.A. or M.S.

Experience: Required - Administrative experience at the site and/or district level  
Desirable – Experience with certificated labor issues  
Experience with recruiting and hiring certificated and classified staff.

## II. Personal Qualifications:

Character, personality, appearance, and proper social capability to relate effectively with diverse staff, students, and the community; excellent written and oral communicator; understand and work effectively with people from different cultures.

## III. Director Responsibilities:

- Direct the recruitment, screening, and selection of District certificated personnel.
- Maintain, monitor, and revise as needed an appropriate program to assure Fair Employment Practices and compliance with Title IX.
- Maintain recruitment, employment, and retention standards which guide the district staff to hire the most qualified employees who are knowledgeable of and sensitive to the diverse ideas and attitudes of world cultures.
- Implement and maintain personnel management practices to assure compliance with federal and state guidelines.
- Provide management and other employees with technical advice and assistance as it relates to employment issues.
- Conduct the evaluation of HR office staff.
- Oversee the monitoring of the certificated employee evaluation process.
- Oversee CBEDS reporting

- Oversee the orientation and induction for certificated personnel
- Assist in negotiations with FEA
- Oversee certificated credentialing compliance
- Oversee compliance with certificated No Child Left Behind requirements.
- Supervise the maintenance of certificated personnel records including salary information
- Oversee the implementation of employee benefits programs for certificated personnel
- Oversee the Leave of Absence process for certificated personnel.
- Assist in the review and revision of district personnel policies and administrative regulations.
- Oversee the maintenance of secure employee personnel files.
- Serve as the Custodian of Records (fingerprints)
- Assist in the utilization and evaluation of the computerized personnel system.
- Assist with position control
- Review and revise job descriptions
- Assist with planning and implementation of the Master Schedule and staffing.
- Perform other duties as assigned as it relates to the function of this position.