

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**DIRECTOR I – HUMAN RESOURCES AND STAFF DEVELOPMENT**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Assistant Superintendent of Human Resources

**ESSENTIAL FUNCTIONS:**

1. Under the direction of the Assistant Superintendent of Human Resources and Staff Development, the Director is responsible for the development, promotion, delivery, evaluation, and management of our staff development and professional learning programs in alignment with the organizations' strategic goals.
2. The Director is responsible for planning, developing and implementing a comprehensive human resource management program including recruitment, selection, employment, training, management development, performance appraisals, and the handling of personnel matters such as grievances, complaints, and disciplinary actions.
3. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the department.
4. Produce organizational strategy and plans to meet training and development needs for managers.
5. Oversee the recruitment, selection, and in-service training, mentoring, and assignments of teachers, principals, and other personnel involved in instructional programs.
6. Develop, implement, and maintain a leadership and management development training program.
7. Develop, deliver, and support the execution of talent development and training initiatives for all staff.
8. Orchestrate cultural development and change initiatives that foster organizational learning and improvement.
9. Establish, implement, and maintain a process for measuring the success of training efforts both individually and organizationally.
10. Identify individual groups and organizational development opportunities.
11. Confer with the Assistant Superintendent of Human Resources regarding major personnel and employee relations activities or issues.
12. Supervise, train, and evaluate assigned staff in the Human Resources department.
13. Direct recruitment, selection, and orientation activities.
14. Direct the upkeep and maintenance of centralized personnel records.

15. Assist in the writing and maintenance of job descriptions.
16. Oversee the compilation and issuance of employment contracts.
17. Monitor compliance with personnel matters related to state and federal guidelines and regulations.
18. Develop, implement, interpret, and evaluate policies and procedures related to human resources functions.
19. Serve as a resource to school districts within Kern County in human resources/personnel administration and implementation, with delegation of specific assignments by the Assistant Superintendent.
20. Advise department managers and supervisors on interpretation and application of personnel policies and procedures.
21. Assist management in the performance appraisal and progressive discipline process.
22. Counsel all personnel with conflict resolution and communicate with employee unions as necessary.
23. Conduct investigations.
24. Respond to complaints and grievances as assigned.
25. Develop, communicate, execute, and sustain a number of strategic initiatives.
26. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal and Professional Qualifications:

1. Knowledge of current human resource management strategies, personnel policies and procedures
2. Knowledge of and willingness to stay abreast of current trends, innovations and practices in human resources administration and related administrative areas.
3. Knowledge of a broad range of professional skills, with the capacity for growth.
4. Must be a skilled influencer, relationship builder and natural collaborator and coach.
5. Ability to think strategically and then develop/implement purposeful plans to achieve business goals.
6. Solid presentation and facilitation skills.
7. Be a self-starter, work collaboratively, have a passion for training and continuous improvement.
8. Plan, organize, administer, review, and evaluate a broad, centralized human resource service program.

9. Select, train, motivate, and evaluate assigned staff.
10. Develop, implement, and interpret goals, objectives, procedures, work standards, and internal controls.
11. Exercise sound independent judgment and initiative within established guidelines.
12. Establish an appropriate working relationship with all divisions and departments of the Office.
13. Have strong listening, oral and written communications skills.
14. Work and communicate with people effectively and cooperatively.
15. Provide leadership and represent the office effectively in committees, workshops, and various types of group meetings internally, in the county, or at the state level.
16. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
17. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
18. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

A. Education:

1. Must hold or be eligible for a valid California Administrative Services Credential.
2. Must hold a Master's Degree in Education from an accredited college or university.

B. Experience:

1. Minimum of five (5) years experience in an administrative role at a school site or district/county office.
2. Experience developing and delivering staff development training.
3. Experience supervising and/or leading large initiatives.
4. Experience in Human Resources and organizational development for a large organization is preferred.