

**ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
JOB DESCRIPTION**

COORDINATOR OF HUMAN RESOURCES, STAFF DEVELOPMENT AND RECRUITMENT

PRIMARY FUNCTION:

Under the direct supervision of the Assistant/Associate Superintendent of Human Resource coordinates the District's recruitment and retention program and facilitates the development of new certificated teaching and administrative staff.

DIRECTLY RESPONSIBLE TO: Assistant/Associate Superintendent of Human Resources.

MAJOR DUTIES AND RESPONSIBILITIES:

Coordinates the District's Induction Program with the County Office of Education.

Supports participating district/site administration with registration of induction candidates, recruitment and identification of mentor teachers, and integration of district and program goals.

Coordinates the District's Cultivating Our Own Mentor/Mentee Program in support of teachers with temporary waivers.

Assists with credential matters regarding education, exams, subject matter competency, laws and all current updates.

Remain current with the latest research, initiatives, policies, around curriculum, instruction, assessment, and standards (including the California Standards for the Teaching Profession (CSTP) in order to build and maintain cutting-edge research-based content for professional development.

Plans and conducts regularly scheduled certificated staff training as needed.

Receives and evaluates official transcripts, degrees, work experience, and examinations.

Assists with the maintenance of current records pertaining to credential applications.

Provides credential information to appropriate departments/sites.

Implements adult learning theory and effective professional learning practices

Initiates and maintains records as are appropriate and/or required.

Supervises records management – certificated.

Assists with labor contract administration.

Serves as liaison between teachers and principal and teachers and the project sponsor; assists with labor relations.

Responsible for supervision and maintenance of professional growth records for certificated employees.

Assists with the evaluation processes for certificated staff.

Coordinates the recruitment of certificated teaching and administrative staff to the District.

Annually prepares a recruiting schedule.

Attends teacher recruiting events.

Responsible for recruitment event follow-up and tracking of applicants.

Oversees visits of candidates to the District.

Assists with certificated staffing placement.

Performs tasks and assumes responsibilities as may be assigned.

MINIMUM QUALIFICATIONS:

The appropriate teaching and administrative credentials as required by the State of California.

Substantial successful experience in classroom instruction in primary and intermediate grades.

Knowledge of TK-12 curriculum and public school environments

Knowledge of California Standards for the Teaching Profession (CSTP), California State Standards, Smarter Balanced and CAASPP Assessment Systems, and California Curriculum Frameworks

Experience in teacher recruitment.

DESIRABLE QUALIFICATIONS:

Possession of a Master's Degree from an accredited university or college.

School level administrative experience.

Bilingual/Biliterate English/Spanish.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of a Coordinator of Staff Development and Recruitment. These physical requirements include:

1. Physical and mental stamina to perform the duties and responsibilities of the position.
2. Manual dexterity sufficient to write, use the telephone and business machines.
3. Vision sufficient to read printed materials and computer screens.
4. Hearing sufficient to communicate in person and hold telephone conversations.
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
6. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead.
7. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations.
8. Physical strength sufficient to lift 25 pounds.
9. Ability to sit for prolonged periods of time.
10. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT.

Adopted: April 3, 2002

Revised: September 18, 2002 (Title change); 04/27/2022