

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - HUMAN RESOURCES/CERTIFICATED

BASIC FUNCTION:

Under the direction of the Director III-Human Resources, participates in the management of recruitment, screening, selection, processing, compensation, and credentialing; monitors and oversees NCLB teacher compliance issues; oversees the data input of the CALPADS student information system; participates in monitoring appropriate teacher assignment according to credentials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitors and oversees NCLB teacher compliance issues; oversees the VPSS program for certificated staff development for ESEA (NCLB) compliance by providing budget oversight and determining pre-qualification of County Office candidates by reviewing individual transcripts; facilitates scheduling of courses in collaboration with Professional Development Services personnel; oversees the Title II budget for professional development.

Oversees and coordinates data input for CALPADS and other assigned student information systems; monitors data, inputs results and directs the school office coordinators in proper procedures of data input as needed.

Participates in monitoring appropriate teacher assignments according to credentials; creates new job descriptions as directed; collaborates and advises the Regional Technology Center (RTC) on software initiatives which support the tracking of teacher certification, NCLB compliance and assignment.

Oversees the County Office certificated intern teacher program and budget; coordinates intern program university partnerships and monitors intern teacher progress toward certification.

Oversees the County Office Beginning Teacher Support and Assessment program (BTSA); enrolls qualified candidates and monitors candidate progress toward successful completion and clear certification.

Provides technical information and assistance to the Director regarding assigned functions.

Prepares and maintains a variety of reports, records and files related to credentials, compliance and other assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operates a computer and assigned software programs including spreadsheet and database programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human Resources laws, regulations and local policies.
Categorical program funding requirements.
CALPADs and other student information systems and operations.
County Office job descriptions and responsibilities.
County Office organizational structure.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software including database and spreadsheet programs.
Basic knowledge of creating query statements for student information systems to extract data for analysis and reporting.

ABILITY TO:

Monitor and oversee NCLB teacher compliance issues.
Oversee the data input of the CALPADS student information system.
Participate in monitoring appropriate teacher assignment according to credentials.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Maintain records and files.
Prepare comprehensive records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources or related field and five (5) years increasingly responsible personnel experience including some experience working with CALPADS or other student information system.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

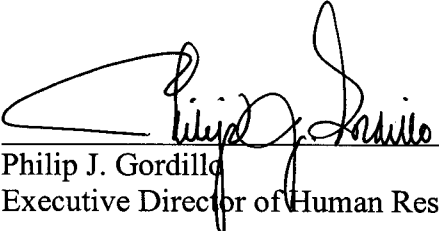
PHYSICAL DEMANDS:

Hearing and speaking to exchange information

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting for extended periods of time

Approved:  _____ 7/01/2011
Philip J. Gordillo Date
Executive Director of Human Resources