

GARDEN GROVE UNIFIED SCHOOL DISTRICT

Office of Personnel Services CERTIFICATED JOB DESCRIPTION

Director, Personnel Services

Under supervision of the Assistant Superintendent, the Personnel Director is responsible for planning, developing, and directing Certificated Personnel and oversee the substitute services department

Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Accepts responsibility for the general operation of the certificated Personnel Services Department.
4. Recruits, hires and supports certificated staff including student teachers
5. Works collaboratively with district staff, Garden Grove Education Association, (GGEA), and Garden Grove Pupil Personnel Services Association, (GGPPSA).
6. Engages in conflict resolution.
7. Identifies and organizes plans to provide appropriate support for certificated staff in conjunction with other appropriate district staff and personnel
8. Serves as a member of the District's K-12 Leadership Team and Cabinet member
9. Prepares and submits recommendations on Personnel matters
10. Provides the necessary information and communication to assure effective coordination and articulation between departments and other district functions
11. Utilizes information (research, data, practice) to formulate a plan of action for the Personnel Department
12. Anticipate issues and responds proactively
13. Involves and seeks input and critical feedback from people of diverse backgrounds and opinions
14. Assists schools and departments with employee performance evaluations
15. Maintains liaisons with local states, and national agencies relative to recruitment and personnel functions

Personnel Director Substitute Services and Summer School

1. Manages and leads the GGUSD's Substitute Services Department
2. Recruits, hires and maintain data and records for district substitutes
3. Coordinates with the Instruction Departments, district departments, and school sites to establish substitute usage throughout the year including contractual release days
4. Coordinates personnel for summer school programs