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Statement of.....

Policy and Responsibility

SUBJECT: DIRECTOR OF PERSONNEL, STUDENT SERVICES

Personnel Responsibilities

- A. Shall perform duties as directed by the Superintendent.
- B. Prepare policy drafts, administrative rules, and status reports for review by administration. Review, update, and delete policies as directed by the Board.
- C. Coordinate and maintain records pertaining to school attendance area eligibility problems, both within the District and with other school districts.
- D. Plan and direct a recruitment and selection program to secure the best qualified professional and classified personnel. Facilitate background checks on all employees coming in contact with children. Make all employment recommendations to the Board.
- E. Maintain personnel records.
- F. Organize and provide orientation for a corp of substitute teachers and oversee the assignment of them to schools as needed.
- G. Manage the District leave program.
- H. Provide necessary data used in salary and wage negotiations.
- I. Announce all District job vacancies in a timely manner and in accordance with district policy.
- J. Ensure all professional staff members are properly certificated.
- K. Ensure due process is afforded to all district employees.
- L. Serve as director of the District Equal Opportunity Program.
- M. Supervise the District office clerical staff. Serve as the American with Disabilities (ADA)
- N. Oversee the lane change and recertification applications of all professional certificated employees.
- O. Serve as the Title IX Coordinator.

Student Services Responsibilities

- A. Shall perform duties as directed by the Superintendent.
- B. Oversee parent concerns that have not been resolved at the school level.
- C. Ensure due process is afforded to all students.
- D. Oversee the District fee waiver program.
- E. Coordinate the District home-centered education program.
- F. Chair safe school hearings.