

STOCKTON UNIFEID SCHOOL DISTRICT

EXECUTIVE DIRECTOR, HUMAN CAPITAL DEVELOPMENT

DEFINITION

The Executive Director, Human Capital Development directs, develops, implements, and supports the District's human capital agenda.

SUPERVISION RECEIVED AND EXERCISED

The Executive Director, Human Capital Initiatives is under the direction of the Assistant Superintendent Human Resources. Supervision is exercised over technical, professional, and clerical staff.

EXAMPLE OF DUTIES – (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Directs, develops, supports, seeks and secures other external partnerships and/or funding opportunities to support the District's human capital agenda. (E)

Utilize data analytics to inform and implement human capital decisions. (E)

Advises the Assistant Superintendent in creating and implementing a long-term strategy for educator career pathways and strategic retention of the most effective educators in the District. (E)

Directs the development of district-wide reporting and analysis tools based on an enterprise-wide human capital data warehouse; Reviews existing and develops new District policies for performance-based career pathways and professional development. (E)

Manage internal training programs and curriculums for new hires and general employee seeking to advance in the organization to develop role and skill training. (E)

Oversee talent acquisition in collaboration with Certificated and Classified Human Resources Directors to develop strategies and activities, including headcount planning, employment brand definition, advertising mix selection, candidate experience, sourcing methodology, interview and selection process and onboarding programs. (E)

Oversees employee engagement and the broader district culture utilizing employment surveys and morale building practices. (E)

Oversees and monitors the implementation of Human Capital Development projects throughout the District. (E)

Collaborates with the Office of Communications /Marketing to effectively communicate with external and internal District stakeholders. (E)

Provides leadership and strategic direction in partnership with the Office of Labor Relations on relevant labor negotiation and analysis. (E)

Develops, in collaboration with key internal and external stakeholders, an online platform for educators to access relevant, high-quality professional learning opportunities and resources. (E)

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Provides leadership and strategic direction in partnership with the Office of Labor Relations on relevant regulatory, legislative, and policy items related to human capital initiatives. Performs related duties as assigned. *(E)*

QUALIFICATIONS

Education and Experience:

Graduation from a recognized college or university with a master's degree in Business Administration, Public Administration, Education, Public Policy, Educational Leadership, Industrial or Organizational Psychology, or a closely related field.

Five years of management level experience in data management, education statistics, organizational development, human capital, talent development, or performance management. Executive level experience in the areas listed above is highly preferable. Experience as a K-12 teacher or administrator is preferable.

License and Other Requirements:

A valid California Teaching Credential and Administrative Services Credential (preferred)

Must possess a valid California Driver's License and evidence of insurance.

Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

A valid California Driver License. Use of an automobile.

WORKING CONDITIONS

Knowledge of:

- Effective research- based strategies, theories, techniques, and methods of instruction Theories, research techniques, and methodologies related to managing operations of a large, complex, urban organization in a culturally diverse community.
- Public administration
- Modern management theory.
- Education Code, Board Rules, and District policies and procedures
- Emerging technologies in the area of assessment and accountability
- Collective bargaining agreements in the District
- Principles of training, employee evaluation, employee relations, and progressive discipline
- Principles of public relations
- Principles of human capital and talent development
- Principles and theory of organizational development
- Principles and practices of organization, management, personnel administration, budget preparation, expenditure control, supervision and training
- Federal, state and local legislation as it applies to human capital policies, rules and regulations
- Best practices in support, growth, development, retention and deployment of high performing employee

Ability to:

- Analyze problems, make decisions, and be responsible for those decisions
- Manage large system implementation projects in a cross-functional environment
- Monitor progress towards implementation of programs with clear deliverables

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- Conduct formal and informal project updates with federal officials
- Develop and implement objectives, policies, procedures, work standards and internal controls
- Determine strategies to achieve goals
- Perform duties with awareness of all district priorities and initiatives as per SUSD board policy.
- Present information and respond to questions from staff and members of the school communities;
- Define problems, collect relevant data, establish facts, and draw reasonable conclusions
- Apply knowledge of current research for effective human capital program
- Work effectively and cooperatively with diverse racial, ethnic, socioeconomic, linguistic, and disability groups.
- Communicate effectively, both orally and in writing with students, supervisors, peers, teachers, other District personnel, parents, community and union representatives, and other stakeholders, both individually and as a group.
- Cope with crisis situations
- Use Interpersonal skills using tact, patience and courtesy
- Observe, evaluate, and utilize subordinates effectively.
- Prepare and deliver oral public presentations
- Effectively utilize computer technologies, such as email and word processing programs.
- Use various means of communication technology
- Skillfully organize, design, lay out, and edit public information and promotional materials

Environment:

Office, school, and outside work setting

Frequent driving to District Office and/or other locations

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment
- See and read a computer screen and printed matter with or without visual aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Stand/walk for extended periods of time
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull
- Lift and/or carry up to 25 lbs. at the waist for short distances