



MetroED

**An Invitation to Apply for the Position of
DIRECTOR OF HUMAN RESOURCES**

METROPOLITAN EDUCATION DISTRICT

Santa Clara County
An Equal Opportunity Employer

“Preparing Students for Success”

The Metropolitan Education District (MetroED) is the largest career-oriented educational organization in Santa Clara County and is comprised of high school and adult occupational, academic, and community programs. MetroED annually provides 10,000 diverse students with the skills to help them be productive, income-earning and tax paying contributors to Silicon Valley. The Metropolitan Adult Education Program provides adult classroom programs for the San Jose Unified School District. MetroED is a Joint Powers Agency serving six Santa Clara County school districts. It has an annual budget of approximately \$30 million and a staff of more than 120 full and part-time employees.

MetroED places a high value on employees that are enthusiastic, cooperative, have good work ethics, and who have a customer services-oriented attitude. Employees are expected to understand and support MetroED’s vision statements, strategic directions, policies, and goals.

**METROPOLITAN EDUCATION DISTRICT
BOARD OF TRUSTEES**

Jim Canova, President
Cynthia Chang, Vice President
Daniel Bobay, Clerk
Frank Biehl, Governing Board Member
Rich Garcia, Governing Board Member
Diane Gordon, Governing Board Member

**Superintendent
Mr. Paul Hay**

Suzanne Speck and Sheila Vickers, Search Advisors
School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 • FAX (916) 446-2011
Email: cathyw@sscal.com



THE POSITION

The Director of Human Resources provides effective leadership for the personnel functions of the District to maximize staff support of the District programs.

The Director also provides leadership for the District as a member of the Superintendent's cabinet and serves as Chief Negotiator for the District with all bargaining units.

ABOUT THE DISTRICT

MetroED is a recognized leader in California for Career Technical and Adult Education. It has provided strong leadership throughout K-12 and Regional Occupational Centers/Programs (ROC/P) for incorporating both career-related and academic skills in public education.

MetroED is known for its life-changing impact on students. It provides students with job-ready skills for numerous positions in the economy.

MetroED has an experienced and effective Governing Board, which strongly supports responsible fiscal management and accountability, sufficient financial reserves, investments in infrastructure, and the dedicated staff members who provide programs and services to students.

MetroED has three core vision statements and are supported by measurable annual goals and strategies. MetroED facilitates workforce-relevant student learning through research-based teaching practices, program accountability, and continual measurement of student achievement. MetroED programs and services are known, respected, and meet the changing needs of its key constituencies, including students, participating districts, educational partners, business, industry, and community. MetroED fosters an internal culture characterized by employee professionalism, teamwork, continual staff improvement, an appreciation of diversity, a safe and supportive work environment and effective utilization of technology and other resources.

DUTIES AND RESPONSIBILITIES

The following responsibilities are essential for this position:

- Provides guidance and support to the Superintendent, Cabinet, and administration in the area of personnel and staffing
- Administers, plans, assigns, organizes, and directs the work of personnel office staff
- Structures, administers, coordinates, and directs personnel recruitment activities

- Develops processes for recruitment activities, interviewing, selecting, and hiring
- Coordinates and encourages programs to increase staff diversity and diversity appreciation at MetroED
- Trains administrative personnel to implement employment procedures
- Develops, implements, and directs the interpretation of personnel policies throughout the District
- Directs, implements, and coordinates the ongoing review and update of all District policies
- Directs, develops, and conducts ongoing review and revision of performance standards and evaluation procedures
- Reviews, revises, and updates job descriptions
- Provides site administrators and other personnel with technical advice and assistance as it relates to personnel policies and practices
- Provides counseling to employees to resolve complaints related to personnel management
- Conducts investigations and hearings into matters involving employee discipline, sexual harassment, and other complaints
- Implements a system of position control
- Conducts wage, compensation, and benefit surveys for all District positions
- Supervises the maintenance of all personnel records and confidential files
- Supervises vacation, sick leave, personal leave, sabbatical leave, and similar records for personnel
- Authorizes payroll to make step and/or column increases, seniority, and other salary related matters
- Monitors compliance with relevant federal, state, and local laws, rules, and regulations as they pertain to all aspects of the Human Resource development function
- Plans, organizes, and participates in negotiations of union contracts
- Implements an interest-based approach to negotiations and employs relationship building principles in working with employee groups to solve problems
- Interprets, monitors, and enforces union contracts

- Maintains an ongoing program of employer/employee relations

QUALIFICATIONS

The successful candidate will have:

- Five years of supervisory, personnel administration, public administration, or other administrative and supervisory related activities preferably in an educational setting
- Bachelor's degree in personnel, administration, business, or related field; masters degree preferred

SALARY

The salary range for this position is \$104,308 to \$118,938. In addition to this salary, a \$2,926 annual advanced degree stipend and excellent benefits are provided.

APPLICATION PROCEDURE

Interested applicants must provide:

- A letter of interest and resume
- Complete a one-page application form available at www.sscal.com

Letters of recommendation, prior to the initial interview, are welcome but are not required. Any additional material that is forwarded by the candidate may be considered at the appropriate point in the selection process. Extensive references, including comprehensive background and credit checks, will be conducted on all finalists.

All material submitted will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline2/14/12
Paper screening completed 2/16/12
Planned candidate interviews 2/22/12
Planned final interviews 3/1/12
Appointment by Board. TBD

Note: Dates shown above are for planning purposes, and are subject to change. Check our website for current dates.

CONTACT

School Services of California, Inc., (SSC) will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **February 14, 2012**. Please forward application materials and requests for information to:

Suzanne Speck and Sheila Vickers
Search Advisors
Metropolitan Education District
c/o School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 ✦ Fax (916) 446-2011
Email: cathyw@sscal.com

Candidate Number: <i>(For Office Use Only)</i>
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DISTRICT NAME: _____ **APPLICATION FORM**

Application for the Position of: _____

Please complete this form in its entirety. It will be used to process your application for this position. We ask that you return it as part of your completed packet, including a formal letter of application and resume.

Name:
Address:
City, State, Zip:
Type of current organization/district (K-6, K-12, etc.):
Annual Budget:

Date:	Email:
Home Telephone: ()	
Cellular Telephone: ()	
Office: ()	
At what number do you prefer us to contact you? _____	

Record of Professional Education

Institution/Campus:	Dates:	Major:	Degree:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Record of Certifications/Credentials

Record of Professional Experience (List Most Recent Experience First)

Title:	Dates of Employment:	District/Agency:	Enrollment:	Salary:
_____	_____ to _____	_____	_____	_____
_____	_____ to _____	_____	_____	_____
_____	_____ to _____	_____	_____	_____
_____	_____ to _____	_____	_____	_____
_____	_____ to _____	_____	_____	_____

I understand that the finalists for this position will undergo extensive reference, background, and credit checks. By signing or submitting electronically (without a signature), I also hereby certify that all statements made in this application are true:

_____ I heard about this position through: _____
(Signature)

<p>Please return this form to: Search Advisors ■ c/o School Services of California, Inc. ■ 1121 L Street, Suite 1060 ■ Sacramento, California ■ 95814 ■ (916) 446-7517 ■ Fax: (916) 446-2011 ■ Email: cathyw@sscal.com</p>
