

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
COORDINATOR, ADULT PERSONNEL SERVICES

Job Purpose

Supervises personnel functions for the Division of Adult and Career Education (DACE); serves as liaison with the Human Resources Division by providing assistance and information in the areas of selection, assignment, transfer, and termination of adult education personnel.

Responsible to

Assistant Chief Human Resources Officer or designee

Subordinates

Temporary advisers as assigned
Classified personnel as assigned

Functions

Essential Functions

1. Provides advisory and technical assistance to District personnel and the community in the placement, assignment, transfer, and termination of adult education teachers by interpreting personnel policies and procedures.
2. Coordinates and expedites processing procedures related to the assignment and transfer of adult education teachers including those paid from special funds.
3. Confers with Human Resources Division staff regarding appropriate credentials required for service as an adult education teacher.
4. Assists in the assessment of teacher placement needs for the DACE; transmits information to and confers with the Human Resources Division in matters involving teacher recruitment and examination, establishment of eligible lists, status of newly assigned teachers, and other related items.
5. Assists and serves in an advisory capacity to DACE subject matter supervisors and specialists in processing applications for teaching credentials and teacher applicants for assignments in DACE.
6. Assists and participates in teacher recruitment programs; develops and provides material designed to assist in the general orientation of new adult education teachers.
7. Interviews and confers with teachers and teacher applicants regarding assignments, transfers, leaves of absence, and related personnel assignment matters.
8. Coordinates administrative approval for sabbatical leaves, leaves of absence, return from leaves, transfers, and resignations.
9. Monitors adult education teacher assignments to multiple locations and programs for compliance with DACE policy, hourly limitations, and accuracy of class codes and status; receives and distributes computer-generated adult teacher staffing patterns to appropriate schools and offices.
10. Serves as a resource person for DACE in its relations with other organizational units of the District and community agencies in matters pertaining to adult certificated assignments.
11. Supervises the organization and implementation of tenure examinations in six subject areas as well as the examination process for Young Adult Counselors.
12. Provides overall direction for the processing assignment actions for adult education teachers who are paid on the Teacher Hourly Rate (THR) table and substitute employee's hourly rate.
13. Develops and implements the annual instructional calendar for DACE.
14. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

Required

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Experience

Required

At least eight school years of successful full-time service in a certificated position(s), no fewer than two years of which must have been in a management position(s).

Desirable

Professional experience in human resources work and/or completion of course work in public or school personnel administration.

NOTE: For definitions of years of service, refer to Policy Guide E23.

Credentials

A California Administrative Services Credential or equivalent must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skill, Abilities, and Personal Characteristics

1. Thorough knowledge of the organization, policies, and functions of the Division of Adult and Career Education and other units of the District.
2. Ability to understand District policies and rules and the District/UTLA Agreement regulating the assignment, transfer, or termination of teachers.
3. Ability to analyze and organize information, ideas, and policies.
4. Knowledge of enrollment trends in teacher training and other institutions that may indicate the number of teachers available for service and assignment.
5. Ability to assist administrators in the assignment of teachers to locations and situations where the District may best utilize their services.
6. Ability to communicate effectively with local, state and federal agencies, community representatives, colleagues, and other District personnel, both individually and as a group.
7. Ability to work effectively with all racial, ethnic, and socioeconomic groups.
8. Ability to compose and comprehend written communication.
9. Ability to plan, organize, prioritize, and manage time for self and others.
10. Ability to observe, utilize, and evaluate subordinates effectively.
11. Ability to travel to other sites/locations.
12. Ability to make formal, public presentations.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Master Salary (G) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JRT