



## NOTICE OF VACANCY

Human Resources  
602 Orchard Street, Arroyo Grande, CA 93420  
(805) 474-3000, ext. 1194

December 19, 2025

### CERTIFICATED MANAGEMENT NOTICE OF VACANCY HUMAN RESOURCES DIRECTOR, *CERTIFICATED* 2026-2027 SCHOOL YEAR

We are now accepting applications for the following certificated position(s) beginning in the 2026-2027 school year.

**POSITION(S):** *Human Resources Director, Certificated*

**REQUIREMENTS:**

- Valid California teaching, special education, or pupil personnel credential
- Valid California School Administration credential or certificate of eligibility authorizing service as a school administrator
- Practices and procedures related to certificated and classified employment;
- Principles of personnel administration, basic functions of operations of personnel management
- Knowledge of the expulsion process and education code laws regarding expulsion
- Interpersonal skills using tact, patience, deescalation strategies, and courtesy
- Valid California Driver's License
- For additional requirements please see the attached job description

**WORK DAYS:** 224 days, 1.0 FTE

**SALARY:** Annual entry level salary placement from \$139,124 to \$162,026 for a full time position;  
Salary prorated based on experience, start date, and FTE.

**HEALTH BENEFITS:** [Certificated Management Plan Rates and Summaries for 2025-2026](#)  
*Benefit rates and summaries for 2026-2027 will be available May 2026 (tentative)*

**PROCEDURE FOR APPLICATIONS:**

- All interested outside applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.  
<https://www.applitrack.com/LMUSD/onlineapp/>

**APPLICATION DEADLINE:** Applications and materials are due on or before Monday, January 21, 2026 by 4:00pm.

*The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.*

---

The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, veteran status, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of HR, 602 Orchard Ave. Arroyo Grande, 805-474-3000 ext. 1190, [jennifer.handy@lmusd.org](mailto:jennifer.handy@lmusd.org) or the 504 Coordinator: Linda Pierce, Director of Student Services, 227 Bridge St., Arroyo Grande, 805-474-3000 ext. 1189, [linda.pierce@lmusd.org](mailto:linda.pierce@lmusd.org)

**LUCIA MAR UNIFIED SCHOOL DISTRICT**  
**HUMAN RESOURCES**

602 F Orchard Street, Arroyo Grande, CA 93420 805-474-3000

**MANAGEMENT**  
**JOB DESCRIPTION**

REVISED DATE: December 16, 2025  
TITLE: **HUMAN RESOURCES EXECUTIVE DIRECTOR** (*Classified*)  
**HUMAN RESOURCES DIRECTOR** (*Certificated*)  
SALARY RANGE: Range 28M, Classified Management/Confidential/Supervisory/Unrepresented Salary Schedule  
Range 28, Certificated Management Salary Schedule  
EXEMPTION STATUS: Exempt - Administrative Employee Exemption – FLSA

**DESCRIPTION:**

Under the direction of the Assistant Superintendent of Human Resources, performs a variety of complex management, administrative, statistical auditing and accounting tasks; assist in areas aligning with the Human Resources department, specifically those related to personnel and Uniform Complaint Procedures. Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs. Plan, organize, control and direct a comprehensive human resources program including personnel transactions and employee procedures; supervise and evaluate the performance of assigned personnel. Provide direct oversight of Human Resources Technicians responsible for certificated and/or classified personnel, workers' compensation, employee leaves, and health benefits. Supervise and evaluate Human Resources staff.

**MINIMUM QUALIFICATIONS:**

- Education: A Bachelor's Degree from an accredited college or university in an education or personnel management related area.  
Must possess or attain certification in the field of Human Resources in an educational setting within one year of job attainment. (ACSA Personnel Academy)
- *Credential:* *Certificated Only*  
Valid California teaching, special education, or pupil personnel services credential  
Valid School Administration credential, or certificate of eligibility authorizing service as a school administrator
- Experience: Practices and procedures related to certificated and classified employment;  
Principles of personnel administration, basic functions and operations of personnel management  
Use and application of Microsoft Office Suite; Google Suite; Adobe Professional
- Personal Qualities: Interpersonal skills using tact, patience, deescalation strategies, and courtesy;  
Written and verbal communication acumen;  
Ability to maintain high standards of performance and to provide leadership in further development of programs appropriate for the continued growth of the district.  
Resourceful, innovative, helpful, diligent, persistent, objective, inquiring
- Additional: Valid California Driver's License

**PREFERRED QUALIFICATIONS:**

- Education: Masters Degree from an accredited college or university, with a major in education administration, personnel management, or other related area.
- Experience: Five or more years of prior education administration or personnel management experience

**DUTIES AND RESPONSIBILITIES:**

1. Interpret District policies, practices and procedures to administrators, classified and/or certificated staff and applicants; review and analyze federal and State laws, regulations and guidelines concerning personnel procedures; review existing rules to assure compliance with regulations and employee association contracts.
2. Provide assistance to all personnel with inquiries, understanding, and interpretation of Education Code, the provisions of the classified and/or certificated collective bargaining agreements, and legal regulations pertinent to human resources practices.
3. Develop, organize, and implement a comprehensive district-wide classified and/or certificated recruitment and retention plan; assist in the recruitment, interview and selection process for classified and/or certificated personnel; assure compliance with applicable regulations, labor agreements and District policies and procedures; direct the preparation and administration of examinations; meets periodically with other personnel professionals to understand new directions and improvements in the delivery of personnel services to enhance retention.

4. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; coordinate staffing reductions; identify affected positions and contact to discuss options; transmit notices and prepare reemployment lists.
5. Conduct salary studies and make recommendations to the Assistant Superintendent, Human Resources regarding appropriate classified and/or certificated salary schedules; maintain the classification plan; conduct or arrange for reclassification studies as required; supervise job analyses for selection and classification purposes; review classification requests and make recommendations
6. Supervise classified and/or certificated employee transfers, reassignments, termination and disciplinary actions in accordance with established guidelines; conduct personnel investigations; research, prepare documents, and coordinate disciplinary hearings.
7. Assist in the recommendation, development, and implementation of training for classified and/or certificated management in matters pertaining to the collective bargaining agreement, human resources practices, and/or labor law. Assist with the compliance of labor laws and recommend operational, policy, rule and other internal practices related to contract provisions.
8. Provide oversight of the Uniform Complaint procedures and the District complaint processes; facilitate meetings with complainants; send appropriate correspondence; processes complaints in accordance with district policies, assist in investigative interviews; prepare detailed investigative reports and documents.
9. Receive, assist with, investigate, and/or respond to written and verbal inquiries from a variety of internal and external sources including, but not limited to subpoenas, Education Employment Relations Act and California Public Records Act Requests.
10. Assist the District's Title IX Coordinator as investigator, decisionmaker, or appellate decision maker; provide oversight and coordinate school site investigations related to Title IX complaints.
11. Plan, coordinate, support District student life operations, activities, and programs; develop, evaluate, and implement policies and procedures related to student life, student equity and student Title IX investigations.
12. Provide information regarding vacation days, sick days, benefits and other rules and regulations to employees and respond to contractual grievances, complaints, and conduct internal investigations as assigned.
13. Oversee the evaluation process; review evaluations to assure compliance with established standards and requirements; monitor and control personnel allocations for the District; coordinate classified employee placement, assignments, transfers, promotions and terminations as directed.
14. Oversee and facilitate the District Peer Assistance and Review process; develop and/or support with professional improvement plans for certificated employees with performance improvement needs.
15. Monitor student and employee accident reports; coordinate with other district management and providers on issues related to safety and security, and make recommendations to reduce future incidents.
16. Advise, consult and assist all management with respect to classified and/or certificated staffing needs, applications, eligibility, selection committees, appointments, training, performance, professional growth, advancement and evaluation.
17. Meet regularly with the Human Resources leadership team for planning and organizational purposes; attend Board of Education and other meetings and conferences as directed, conduct a variety of meetings as assigned.
18. Provide input and/or evaluate Human Resources department personnel as assigned.
19. Performs other related duties as assigned.

#### **ESSENTIAL JOB FUNCTIONS:**

- A. **PHYSICAL:** Employee in this position must have the ability to:
  1. stand and sit for extended periods of time;
  2. see and read printed matter with or without vision aids;
  3. hear and understand speech at normal levels;
  4. speak English so that others may understand at normal levels;
  5. stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 25 pounds to waist height; up to 50 pounds occasionally.
- B. **MENTAL:** Employee in this position must have the ability to:
  1. concentrate on a single task for up to three (3) hours at a time;
  2. learn quickly and adapt to a variety of technology, machinery, instructions, and task methods;
  3. meet deadlines in terms of work assignment schedules;
  4. speak and write in a clear, concise manner.

C. SOCIAL: Employee in this position must have the ability to:

1. interact daily in person with other members of the District, County Office, personnel, and community; and possess comfortable interpersonal skills and cooperative attitudes;
2. have consistent attendance because of the time-urgent nature of duties and because the work completed by the person in position is interdependent with that of other staff;
3. convey an understanding, patient attitude toward students, parents, staff and members of the community;
4. maintain the privacy of confidential information.

*NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.*

**Mandatory Child Abuse Reporter:** This position is designated as a Mandated Reporter. The Director, Human Resources shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

**CANDIDATE SELECTION:** The Candidate selected for this position will be required to present prior to the first date of employment: 1) A social security card; 2) proof of tuberculin test; 3) pass State and Federal fingerprint clearances; and 4) complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email: [jennifer.handy@lmusd.org](mailto:jennifer.handy@lmusd.org) or the 504 Coordinator: Linda Pierce, Director of Student Services, 227 Bridge St., Arroyo Grande, 805-474-3000 ext. 1189, [linda.pierce@lmusd.org](mailto:linda.pierce@lmusd.org)

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT AND MAY BE REVIEWED BY, BUT CANNOT BE RETURNED TO THE APPLICANT.

---

***AN EQUAL OPPORTUNITY EMPLOYER***