

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7284
Pay Grade: G E04

FLSA: Exempt

**SENIOR HUMAN RESOURCES COORDINATOR SPECIALIST
(Recruitment / Retention)**

REPORTS TO:

Director, Human Resources

SUPERVISES:

Not applicable

QUALIFICATIONS:

Bachelor's degree from an accredited college or university and five (5) years of progressively responsible related professional and/or educational experience. Demonstrated experience in organizing and coordinating programs or processes.

PREFERRED:

Human Resources experience in the recruitment or selection of personnel and/or classroom teaching experience or demonstrated knowledge of federal teacher quality requirements

MAJOR FUNCTION

~~This professional position~~ The Senior Human Resources Coordinator is responsible, for the development and coordination of the district's recruitment and retention program, certification credentialing services, NCLB Compliance, and substitute placement for the district. ~~for the programs to comply with state and federal teacher quality requirements.~~ Work is performed independently and is reviewed through observation and evaluation.

ESSENTIAL RESPONSIBILITIES

- Works independently within their areas of expertise
- Collaborates as liaison between stakeholders and the district in the areas of retention/recruitment, credentialing, NCLB compliance, and substitute placement
- Works with Technology and Information Services and other departments to ensure accuracy and effective and efficient processes are being utilized for all credentialing services
- Coordinates processes with the Director, Human Resources and site and departmental administrators
- Performs related duties as required

Certification Credentialing:

- Coordinates the ~~certification~~ credentialing process of new, prospective, and existing instructional and administrative personnel
- ~~Supervises, trains and evaluates assisting personnel;~~ Provides leadership to credentialing team; oversees the general, daily operations of the certification staff and assists them in the performance of their duties as needed
- Researches and analyzes state and local regulations for impact upon district and reports findings to the Director, Human Resources
- Analyzes transcripts, course contents, Board policy, personnel records, work histories and other pertinent data, and counsels employees regarding ~~certification~~ credentialing status and alternatives
- Analyzes and interprets ~~certification~~ credentialing and compliance standards
- ~~p~~rovides information on teacher ~~certification~~ credentialing to administrators, teachers, applicants, staff, and the public

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ESSENTIAL RESPONSIBILITIES (Continued)

Certification Credentialing (Continued):

- Maintains close liaison and coordination with FLDOE certification ~~section~~ officials, building administrators, staff, and counselors at both public and private area colleges and universities
- Provides data, reports, and presentations as need for all district, school-based, and charter school personnel
- Provides credentialing services for charter schools
- Applies in-depth knowledge and stays current with all aspects of academic and vocational ~~certification~~ credentialing for instructional, support and administrative personnel
- Applies an understanding of the intent of applicable statutes, State Florida Department of Education regulations, and other legal requirements for certification in performance of job responsibilities
- Serves as the district's certification liaison to the State Florida Department of Education, Bureau of Teacher Certification, and other Florida school districts
- ~~Performs related duties as required~~

Federal Teacher Quality- NCLB Compliance:

- Coordinates the district's teacher ~~certification~~ credentialing program for instructional personnel to ensure compliance with Florida certification requirements to meet federal highly qualified teacher requirements
- Projects future teacher ~~certification~~ credentialing needs and develops the plan to meet those needs in compliance with federal teacher quality requirements
- Coordinates district ~~certification~~ credentialing activities with state colleges of education and the FLDOE as an aid in meeting federal teacher quality requirements
- Coordinates, researches, and provides assistance and documentation required by various audits
- Prepares written material regarding Florida certification requirements and federal teacher quality requirements, and other appropriate materials
- Oversees human resources systems to document individual teacher compliance with federal teacher quality requirements
- ~~Performs other related duties as required.~~

Recruitment/Retention:

- Coordinates the district's recruitment and retention program for instructional personnel
- Establishes effective collaboration with the district's recruitment and retention plan for minorities, and critical shortage areas, and high needs schools
- Selects and trains a cadre of recruiters in coordination with Area Superintendents
- Conducts analyses of employment trends, job market forecasts, and the potential impact on the district
- Maintains and analyzes recruitment and retention data and uses data to develop comprehensive district plan
- Projects future district employment needs and develops plan to meet those needs
- Serves as the department liaison in working with employee recognition programs such as National Board Certification and Certificate of Distinction
- Serves as the district liaison with state colleges of education and the Florida Department of Education (FLDOE)
- Coordinates and participates in recruitment trips to selected colleges and universities, job fairs, and other appropriate events
- Recommends offers of advance contracts or binders for instructional personnel
- Prepares recruitment displays and other appropriate materials
- Organizes and coordinates local job/placement fairs
- ~~Performs other related duties as required~~

SENIOR HUMAN RESOURCES COORDINATOR SPECIALIST (Recruitment / Retention)

| ESSENTIAL RESPONSIBILITIES (Continued) |
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| Substitute Placement <ul style="list-style-type: none">• <u>Verifies all references for substitutes</u>• <u>Reviews and approves all substitute applications</u>• <u>Reviews and approves all long-term substitute recommendations</u>• <u>Plans and conducts substitute orientations and workshops</u>• <u>Facilitates new employee orientation (NEO) for all employee groups</u>• <u>Assists administrators in identifying appropriately certified substitutes for long-term assignments</u>• <u>Approves and signs off on substitute vault files</u>• <u>Reviews and approves substitute waiver requests</u>• <u>Facilitates a teacher shadowing experience for new substitutes</u>• <u>Facilitates enrollment in Response to Intervention: Behavior (RTI:B) training for substitutes</u>• <u>Advises and assists substitutes, administrators, and school staff on various issues related to substitutes</u>• <u>Provides leadership to substitute placement team</u>• <u>Works in collaboration with Director, Human Resources</u>• <u>Works in collaboration with the Office of Professional Standards</u>• <u>Analyzes teacher absentee trends</u>• <u>Provides teacher absentee data and substitute use data upon request</u>• <u>Attends appropriate meetings and professional development</u> |
| TERMS OF EMPLOYMENT |
| <p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p> |
| HISTORY OF JOB CLASSIFICATION |
| ISSUED: 6/00 PBL; BOARD APPROVED: 6/13/00; REVISED PREFERRED: 8/05 AK; REVISED MF, D&R, PREFERRED: 7/06 AK; REVISED MF, D&R: 1/07 AK; REVISED FORMAT, TITLE, SALARY SCHEDULE, MF, ER, ADA, 2/13 LM; BOARD APPROVED: |

SENIOR HUMAN RESOURCES COORDINATOR SPECIALIST (Recruitment / Retention)

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | X | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | X | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | X | | |
| 10. Standing up to two hours at a time | X | | | | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | X | | | |
| 13. Ability to reach and grasp objects | | | | X | |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a computer to enter and transform words or data | | | | | X |
| 21. Using various technology tools | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Senior Human Resources Coordinator Specialist (Recruitment / Retention) – PTS