

Job Description

Job Title: **Certified Recruitment & Retention Administrator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 5, 2013**

Job Code: **080204**
 FLSA Status: **Ex. - P**
 Pay Range: **Level 8**
 Work Year: **12 months**

SUMMARY: Responsible for recruiting, hiring, and retention of highly qualified teachers and principals. Responsible for the district’s processes, training and reporting for Colorado Department of Education (CDE), No Child Left Behind (NCLB), licensure, highly and non-highly qualified, alternative licensure and other certified programs and reports. Ensures accurate and timely updates in the district’s HRIS database and the CDE data pipeline regarding the aforementioned programs, as well as the EDID system for all district staff. Responsible for communication of the above to all appropriate district and outside personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Facilitate weekly and/or monthly meetings and group inputs into annual CDE report, and Department of Justice report. Review and coordinate data from Special Education, Information Technology (IT), Language Acquisition Support Services (LASS) and Human Resources (HR) Department. Communicate resulting data to HR staff, executive directors, district grants administrator, Public Relations Department, teachers, schools, and other administrative personnel. Work with the State data pipeline system.	D	20%
2. Responsible for District licensure process, follow-up, and outcome including Alternative Licensure, Emergency Authorization, and Adjunct Authorization. Monitor and conduct research, via websites and professional organizations, into updates and on-going changes for requirements. Coordinate, review, and approve/disapprove initial certified hiring as it relates to NCLB and alternative licensure programs. Responsible for gathering all pertinent information on potential applicants for alternative licensure programs. Responsible for approving the alternative license recommendation for program participation. This position is the primary district contact person for all questions and concerns about individual licensing issues as well as overall questions about the licensure process. Provides information/instruction about the Licensure process to district personnel as well as outside agencies. Ensure district database is current and complete with regard to expired and/or returned teachers licenses.	D	20%
3. Monitor all Certified and Certified Administrative staff licenses. Updates HR database; institutes appropriate actions relating to expired or not highly qualified licenses. Communicates with HR, Special Education, Language Acquisition, principals, teachers, as well as to out-of-district personnel/agencies as needed and appropriate. Creates updates and provides training in orientation sessions and to staff as needed.	D	15%
4. Responsible for teacher recruitment. As well as establishing and maintaining contact with institutions of higher education, local and out of state, to ensure the best candidate pool for certified staff and to improve the quality of the teaching force. Also responsible for maintaining district partnerships with institutions of higher education to offer special programs to district employees to maintain licensure, get licensure, or add additional endorsements or to provide advancement initiatives that emphasize multiple career paths and pay differentiation.	D	15%
5. Responsible for the accurate and timely submission of the district report for NCLB report. Facilitate weekly and/or monthly meetings and coordinate district data. Provide input and area expertise for hiring and licensure reviews. Provide information to principals regarding the highly qualified status of applicants including transcript review. Collaborates with content area specialists, IT, executive directors, schools, HR, principals, district grants administrator providing expertise in highly qualified requirements. Provide information for district publications and reports regarding NCLB. Keep principals informed of the process through correspondence and training. Respond to queries about NCLB, by doing research and data	D	5%

collection.		
6. As a representative of the district, attends recruiting fairs and other professional meetings. Researches/updates alternative processes and maintains portions of district website and recruiting information. Involved with interviewing as appropriate.	D	5%
7. Provides training, assigns mentors, conducts and documents observations, provides resources when needed and communicates with mentors, principals, and colleges for district alternative licensure programs.	D	5%
8. Participate and lend technical expertise on licensure, highly qualified and audits for input into district grant applications. Provide data and do research for district grants development manager.	Q	5%
9. Create and provide staff development sessions and impromptu training on district requirements, licensure and NCLB	M	5%
10. Coordinate the data input for the Charter schools for the CDE and NCLB reports. Communicate input and results as appropriate. Work with the district charter liaison to ensure Charter school contracts are correct for Human Resources, as well as NCLB and highly qualified.	D	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in education or related field.
- Master’s degree in education or related field preferred
- Minimum of five (5) years of experience in any of the following: Teaching, Administration, Human Resources, Licensure, Alternative Education.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication skills.
- Database knowledge and experience. Experience with PeopleSoft and educational software databases preferred.
- Intermediate word processing skills.
- Personal computer and keyboarding skills.
- Ability to read, interpret and explain applicable state and federal laws as well as district policy.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with word processing, spreadsheet, presentation and database software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Employment Manager	061127

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Certified Mentors	Varies	various
	Alternatively Licensed Teachers regarding program completion only	Varies	various

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Billing for Alternative Licensure programs
- Special Program Monies (Student Services, Special Education and Language Acquisition)
- Mentor Stipends
- Grant Monies

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	