



**Job Description**  
Prepared/Revised: February 2019

Job Title: **Recruiting & Licensing Administrator**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **080204**  
 FLSA Status: **Ex. - P**  
 Pay Range: **Lvl 08**

**SUMMARY:** Responsible for managing certified licensure, serving as the administrator of the district substitute system, and recruitment of world-class staff including certified, classified, and administrative employment groups. Serves as a resource to district personnel in human resource issues around the Every Student Succeeds Act (ESSA). Serves as representative of the District in various community groups and forums.

**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. Responsible for monitoring the District licensure process for all Certified and Certified Administrative personnel. Manage the district Alternative Licensure, Emergency Authorization, and Adjunct Authorization processes including: approving the alternative license recommendation for program participation, serve as primary point of contact for individual licensing issues, and answer questions and provide instruction about the licensing process. Ensures licensure information is up to date in the HR system and provides licensure reporting as needed. Monitor and research updates to licensing requirements via websites and professional organizations. Participate and lend technical expertise on licensure and audits for input into district reports and applications. Administer corrective action to certified staff with unresolved licensure and/or Department of Justice compliance issues. Provide information to principals regarding the in-field status of applicants including transcript review. Coordinate, review, and approve/disapprove initial certified hiring as it relates to ESSA and alternative licensure programs. Responsible for gathering all pertinent information on potential applicants for alternative licensure programs. Work with the district charter liaison to ensure Charter school contracts are correct for Human Resources, as well as comply with ESSA. Work with charter schools on staffing, certified qualifications, alternative licensure and other HR areas as required/needed.	D	25%
2. Manage substitutes/guest teachers, to include creating and maintaining current job postings for recruitment, reviewing qualifications, recommending for hire, and substitute payroll processing. Manages and serves as the administrator of the Absence Management system, provides training, program management, direction and assistance to all staff using the system in various capacities. Monitor substitutes/guest teacher's assignments and qualifications, including licensure.	D	25%
3. Establish and maintain associations with colleges and universities, both local and out of state, to ensure the best candidate pool for certified staff and to improve the quality of the teaching force. Through established district partnerships with colleges and universities, offer special programs to district employees to obtain and maintain licensure, obtain advanced degrees or add additional license endorsements. Provide advancement initiatives that emphasize multiple career paths and pay differentiation. As a representative of the district, attend recruiting fairs, participate on college/university panels and other professional meetings. Recruit, place and monitor all student teachers.	D	20%
4. Assist with various data collections involving Special Education, Information Technology (IT), Language Acquisition Support Services (LASS) and Human Resources (HR) Department. Work with the Colorado Department of Education (CDE) data pipeline system and State licensure system (Designated Licensure Coordinator for State licensure system). Assist with the accurate and timely submission of the district's state report for ESSA. Participate and lend technical expertise on licensure and audits for input into district reports and applications	D	15%
5. Provide data and do research for district, and schools, unified improvement plans. Assigns	D	10%

mentors, conducts and documents observations, provides mentor resources when needed. Communicates with mentors, principals, and colleges regarding district alternative licensure programs. Distribute and monitor Parents Right to Know information for Title I schools.		
6. Performs other duties as assigned	D	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in education or related field.
- Minimum of five (5) years of experience in any of the following areas: 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, District Policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- 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:			

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Billing for Alternative Licensure programs

**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

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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	