

**Supervisor Certified Talent Management
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Human Resources

TITLE: Supervisor

QUALIFICATIONS:

1. Master's Degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. A current North Carolina teaching license.
3. Minimum of seven years teaching experience and experience in teacher evaluation.
4. Other qualifications as the superintendent and board may find appropriate and acceptable.

REPORTS TO: Director of Human Resources

JOB GOAL: To assist the Director of Human Resources with all beginning teacher services; as well as recruitment, retention, development and support of certified employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and personnel issues.
2. Organize and conduct informational meetings, orientations, retreats and professional development related to the beginning teachers and their mentors.
3. Visit schools to observe BTs, collaborate with mentors and administrators on effective strategies for BTs.
4. Plan and coordinate the BT submission of state required paperwork and reports.
5. Administer general employment procedures for all unit wide certified personnel and assist with recruitment activities for all areas of direct responsibility including minority recruitment.

6. Plan and conduct selection processes of certified employees by coordinating the activities needed for final employment recommendations. Process staff action reports as well as supervising position management for all certified personnel.
7. Establish and maintain a pool of highly qualified applicants for each category of positions.
8. Assist with advertising procedures appropriate for existing certified vacancies and in a manner consistent with established procedures.
9. Act as a liaison and support for certified employees and their schools.
10. Perform other duties and responsibilities as requested by the Director of Human Resources.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and Grade: SA II

Evaluation: Performance of this job will be evaluated in accordance with provision of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing: ability to communicate well with school personnel, employees, beginning teachers, and central office staff.
- Ability to provide leadership and to supervise the planning, development, and establishment of new, modified or improved beginning teacher programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Knowledge of adult learning theory and the Beginning Teacher Program adopted by the New Hanover County Board of Education and North Carolina State requirements for beginning teachers.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.