

Licensure Specialist
New Hanover County Schools

Job Description

Class: Classified

Dept: Human Resources

TITLE: Licensure Specialist

QUALIFICATIONS:

1. Associate degree or equivalent combination of course work and experience.
2. Three years of work experience with personnel operations in a school system.
3. Effective communication and computer skills.

REPORTS TO: Director of Human Resources

JOB GOAL: To provide appropriate licensure for employees, assure compliance with state legislation pertaining to licensure requirements, and maintain confidentiality of personnel records.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Work cooperatively in team setting to assure efficient and smooth administration of licensure procedures.
3. Meet with all newly hired licensed personnel to ensure updated and valid North Carolina Teaching License.
4. Request NC Teacher License for new employees.
5. Utilize HRMS program for processing all certified employees; assuring all necessary data is properly entered.
6. Request changes to licenses- to add or delete areas, clear provisional, report course work or praxis score, or add experience.
7. Assist with requirements for lateral entry.
8. Maintain information for teacher certification and verify licensure requirements.
9. Inform teachers of their requirements through emails, letters and phone calls.

10. Verify applicants are HQ and have correct area of licensure before hiring.
11. Participate in professional development/training to meet state and local requirements.
12. Work collaboratively with Payroll to resolve any audit exceptions.
13. Perform related 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 Non-Exempt

Starting Salary and/or Grade: Grade 71

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

Knowledge, Skills and Abilities:

- Knowledge and understanding of rules and regulations as they apply to teacher certification and other personnel.
- Knowledge of all licensure laws, policies, and procedures.
- Extensive knowledge of office practices and procedures.
- Demonstrate functional knowledge of computers, literate in word processing, spreadsheets and database.
- Demonstrate functional knowledge of HRMS and ISIS.
- Ability to communicate clearly and concisely, both orally and in writing, with teachers, principals, and central office staff.
- Ability to coordinate, plan, meet deadlines and accomplish specific tasks.
- Ability to work independently.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.