

Job Title:	Senior Licensure Specialist
Grade Level/Terms of Employment:	Grade 124/260 day contract
FLSA Status:	Exempt
Work Location:	Talent Office
Immediate Supervisor:	Director, Talent Acquisition

General Description:

The Senior Licensure Specialist is responsible for ensuring all professional level instructional staff within Richmond Public Schools (RPS) are licensed and endorsed appropriately to function in their assigned roles per Virginia Department of Education (VDOE) licensure standards. This position is a key contributor within the Talent Office and frequently collaborates with multiple internal and external stakeholders. The Senior Licensure Specialist maintains a high level of teacher licensure knowledge which impacts the acquisition and retention of top education talent, and positions RPS as the employer of choice.

Essential Duties and Responsibilities:

- Proactively monitors progress of provisional, professional, and renewal applications for all licensed staff and drives licensure activities to ensure that RPS is compliant with the VDOE's licensure regulations.
- Evaluates applicant information and transcripts to assess an applicant's ability to obtain Virginia teaching license and appropriate required endorsement(s).
- Serves as the liaison between RPS and VDOE for all aspects of licensure.
- Leads the licensure team as the primary contact person for RPS employees' questions and guidance needed on licensure (including Praxis II, VRA, VCLA and School Leaders License Assessment) and endorsements.
- Partners closely with Talent Acquisition Director and the Licensure Specialist to ensure appropriate licensure tracking and completion of state reports (i.e., IPAL and Title I reporting).
- Implements consistent practices to remain current on VDOE licensure regulations, policies, and procedures which will include training, attending conferences, and reviewing VDOE information.
- Develops and presents workshops for employees on licensure, renewal, and additional endorsement procedures.
- Supervises the Licensure Specialist and provides feedback regarding day to day job tasks and work performance.
- Performs other related duties as assigned.

Qualifications:

- Bachelor's degree in related field or equivalent training and experience
- At least five years of human resources experience in a regulatory environment working with public school staff
- Comprehensive knowledge of licensure policies and procedures for public school instructional and leadership staff
- Ability to maintain complex individual employee licensure records and to prepare comprehensive reports from such records
- Demonstrated expertise with educational testing, evaluation and school scheduling

- Advanced technical experience with MS Office (Outlook, Word, Excel, PowerPoint, Lync), HRIS systems and VDOE licensure database/tools