

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

HUMAN RESOURCES AND WORKFORCE DIVERSITY COORDINATOR

POSITION: Human Resources and Workforce Diversity Coordinator

REPORTS TO: Supervisor of Human Resources

LOCATION: Department of Human Resources

NATURE OF WORK:

Under the direction of the Supervisor of Human Resources, the Human Resources and Workforce Diversity Coordinator provides assistance and facilitates employment and related personnel programs such as appointments of new hires, promotions, transfers, reassignments, terminations, resignations, evaluations, certifications, and orientations. This is a skilled professional position with responsibility for assisting in human resources management for the school system with concentrated efforts on workforce diversification, training, recruitment, and succession planning for St. Mary's County Public Schools (SMCPS).

ESSENTIAL FUNCTIONS:

- Represent SMCPSS at public events including Board of Education (BOE) meetings, sponsored events and recruitment events;
- Serve as a liaison with local colleges/universities to maintain partnerships and implement various recruitment events and internship placements;
- Communicate with professional staff and the MSDE clearly and effectively both orally and in writing;
- Coordinate and prepare written recommendations, reports, and analyses on a variety of personnel matters, such as balanced staffing, policies, procedures, applicant/staffing status, and recruitment approaches and results for both certificated and non-certificated staff;
- Knowledge of trends, regulations, policies, and issues affecting teacher certification;
- Knowledge of trends, regulations, policies, and issues that impact recruitment of quality candidates for all levels of staffing;
- Plan, organize, and coordinate a variety of programs, including recruitment, related to staffing positions;
- Ability to evaluate application materials to determine if candidates meets the minimum qualifications and/or highly qualified status;
- Knowledge of staffing, transfer, and reduction in force language as outlined in Negotiated Agreements;
- Maintain confidentiality at all times and represent the system in a positive manner at all times;
- Attend required state and local meetings;
- Utilize Educator Information Sharing (EIS) database with MSDE;
- Considerable knowledge of Microsoft Office is required with emphasis on Word, Excel, and PowerPoint;
- Prepare reports, letters, inventories, presentations, and maintain files;
- Enter and maintain employee records in the eFinance system; and
- Work independently and as part of the team, while managing multiple tasks, to achieve a quality work product and environment.

DUTIES AND RESPONSIBILITIES:

- Access, update and enter employee information into SMCPSS database systems;

- Review applications and ensure that all vacant positions are staffed with qualified candidates in a timely manner;
- Collect and analyze college transcripts and certification materials to determine staff placement on the salary schedule;
- Monitor credits earned and initiate pay changes for employees as appropriate and in accordance with negotiated agreements;
- Audit records of credits earned and recorded in personnel files for certification requirements and salary placement;
- Prepare, submit, and audit MSDE fee billing on a quarterly basis;
- Maintain day-to-day contact with principals, administrators, coordinators, and supervisors to meet goals and accomplish necessary staffing and other related services;
- Coordinate with contracted agency for hiring temporary/hourly employees;
- Research employment and personnel issues and make recommendations for resolution;
- Counsel employees and applicants on personnel actions and personnel matters such as promotions, reassignments, etc.;
- Interpret employment law, policies, procedures, and negotiated agreements for principals, administrators, supervisors, coordinators, employees, and applicants;
- Process personnel actions including appointments, promotions, reassignments, voluntary and involuntary transfers, and leave requests;
- Prepare reports and analysis of personnel matters for Maryland State Department of Education (MSDE), administrators and other agencies as needed;
- Update, verify accuracy, and distribute assignment letters to all personnel annually and throughout the school year as new employees are hired and existing employees change positions and/or ranges/steps;
- Participate in both certificated and non-certificated recruitment activities;
- Monitor, update, and distribute certification information, evaluation schedules, and tenure information of certificated staff;
- Assist with the selection, hiring and placement of new staff, including recruitment and reviewing credentials of applicants required for positions;
- Assist with the National Teacher Board Certification selection process for SMCPs instructional staff;
- Assist in preparation of the budget for recruitment activities, including new teacher incentives, National Board Certification, etc.;
- Communicate the recruitment, diversification, training, recruitment, and succession plan to the school system;
- Monitor the number of qualified applicants and recommended candidates for vacancies;
- Assist with new employee orientation, including explanation of benefits;
- Assist with the coordination of the teacher induction program and new teacher mentor program in conjunction with the Department of Curriculum and Instruction;
- Provide support and direction to Teacher Academy of Maryland;
- Coordinate certification and endorsement requests with MSDE utilizing the EIS system;
- Communicate with certificated staff regarding certification and required coursework to maintain or obtain certification;
- Serve as a liaison between SMCPs and state level agencies such as MSDE;
- Build and maintain partnerships with universities, governmental agencies, state and national associations, businesses, other school systems, etc.;
- Maintain knowledge of all federal, state and local laws, regulations and policies with regard to certification;
- Format, complete and/or assist in completing reports, including the State Staffing Report, EEO reports, Department of Labor reports, Declaration of Intention, and Highly Qualified;
- Ability to maintain confidentiality with all aspects of employee information;
- Demonstrate courteous and professional treatment of all students, parents, community members and employees of SMCPs;
- Administer tuition reimbursement programs in accordance with Negotiated Agreements;

- Develop and maintain memorandums of understanding (MOUs) for direct billing agreements and partnerships with colleges and universities;
- Manage Direct Pay programs with SMCPS coursework and local colleges and universities;
- Coordinate the placement of student observers and interns within SMCPS from colleges and universities;
- Manage various stipend programs through SMCPS in accordance with Negotiated Agreements and the Quality Teacher Incentive Grant through MSDE; and
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required. Master's degree preferred.
- Five years of successful teaching experience required.
- Thorough knowledge of the principles, practices, and techniques of personnel recruitment, interviewing, and placement.
- Knowledge of human resource professional management programs and current human resources laws and regulations.
- Excellent organizational skills including scheduling and balancing of workload in a fast-paced environment.
- Experience with, and proficient skills in Microsoft Office applications and database software.
- Exemplary communication, interpersonal and organization skills.
- Ability to interact with the public and SMCPS staff with diplomacy, poise, a positive attitude, and spirit of cooperation.
- Ability to read and interpret Maryland certification laws, college transcripts, and course descriptions.
- Knowledge of the Negotiated Agreements as adopted by the BOE of St. Mary's County.
- Knowledge of Maryland certification and highly qualified requirements.
- Hold or be willing to obtain Maryland Certification Authorized Partner (CAP) status through MSDE (will require travel). **CAP requires one full year of training under MSDE to include sessions at MSDE and an internship period.**
- Knowledge of EIS or willingness to learn.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 35.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP