

# ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

## SUPERVISOR OF HUMAN RESOURCES

POSITION: Supervisor of Human Resources

REPORTS TO: Chief of Staff

LOCATION: Department of Human Resources

### NATURE OF WORK:

This is a skilled professional position with responsibility for assisting in all areas of personnel and human resources management for the school system. Assist the Chief of Staff in overseeing the operations of the department, be knowledgeable of the negotiated agreement, and collaborate with site administrators regarding personnel and employment matters. This is a skilled professional position with responsibility for assisting in all areas of personnel and human resources management for the school system, predominantly focusing on certificated staff yet supporting non-certificated hiring's.

### ESSENTIAL FUNCTIONS:

- Assists in the administration of personnel support for all employees, including recruitment, selection, assignment, transfers, leaves, and other personnel activities;
- Oversees the substitute teacher initiative for the school system;
- Provides assistance to site-based administrators regarding employee performance issues;
- Provides support to the director of human resources in the administration of negotiated employee agreements and employee relations;
- Provides support to the director of human resources and director of safety and security in employee investigations;
- Organizes the National Board certification application program sponsored jointly by SMCPs and Maryland State Department of Education (MSDE);
- Knowledge of trends, regulations, policies, and issues affecting teacher certification;
- Communicate with professional staff and the MSDE clearly and effectively both orally and in writing;
- Plan, organize and coordinate a variety of programs related to certification;
- Ability to evaluate Highly Qualified requirements system-wide;
- Utilize Educator Information Sharing (EIS) database with MSDE;
- Serve as a liaison with local colleges/universities to develop and maintain partnerships;
- Supervise the development and maintenance of memorandums of understanding for college and universities including direct billing and other partnership including but not limited to observation and internship opportunities;
- Represents St. Mary's County Public Schools (SMCPs) at public events including Board of Education (BOE) meetings, sponsored events and recruitment events;
- Coordinates grant-funded and locally funded stipends related to certification; and
- Maintains confidentiality at all times and represents the system in a positive manner at all times.

### DUTIES AND RESPONSIBILITIES:

- Assists in the orientation and support of newly hired employees;
- Researches background information for the development of local policies and regulation in accordance with federal, state, and local laws and policies;
- Investigates allegations of employee misconduct;
- Serves on various committees as appointed by the director of human resources; and

- Maintain files regarding certification of employees, collecting and updating information as necessary;
- Process all certification requests for certificated SMCPs employees, including requests for endorsements and renewals;
- Access, update and enter employee information into SMCPs database systems;
- Evaluate employee files for salary advancement following completion of advanced degree or changes in certification status;
- Monitor, update, and distribute certification information, evaluation schedules and tenure information of certificated staff;
- Assist with the recruitment, selection, hiring and placement of new staff, including reviewing certification credentials of applicants required for positions;
- Oversee management and implementation of certificated staffing for schools and concentrated efforts to increase minority representation among certificated staff for St. Mary's County Public Schools
- 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 liaison to the Department of Teaching, Learning, and Professional Development regarding certification and Highly Qualified;
- Administer and monitor National Teacher Board Certification selection process for SMCPs instructional staff;
- Serve as a liaison between SMCPs and state level agencies such as MSDE;
- 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 various aspects of employee information;
- Oversee Direct Pay programs with SMCPs coursework and local colleges/universities;
- Manage various stipend programs through SMCPs in accordance with Negotiated Agreements and the Quality Teacher Incentive Grant through MSDE;
- Performs other job related duties as assigned.

#### QUALIFICATIONS:

- Master's degree required;
- A minimum of five years of experience in teaching;
- A minimum of two years of school based leadership experience and current endorsement for Administrator I.
- Ability to read and interpret Maryland certification laws, college transcripts, and course descriptions;
- Hold or be willing to obtain Maryland Certification Authorized Partner (CAP) status through MSDE (will require travel). At least one full year of training under MSDE. For a full semester, 4-6 months, would need to attend training sessions at MSDE 3 to 4 times per month. After semester of training, there would be an audit or internship period. The audit period would be possibly 4-6 months, dependent upon MSDE approval and the quality of work being submitted;
- Knowledge of EIS or willingness to learn;
- Knowledge of Maryland's Highly Qualified requirements;
- Knowledge of general human resource functions;
- Evidence of exemplary human relations skills and excellent organizational skills;
- Ability to communicate effectively, both orally and in writing;
- Proficient in the use of Microsoft Office and database applications; and
- Ability to maintain confidentiality and professionalism at all times.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range C.

**BARGAINING UNIT ELIGIBILITY:** SMASA

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Supervisor of Human Resources

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**NATURE OF WORK:**

This is a skilled professional position with responsibility for assisting in all areas of personnel and human resources management for the school system. Assist the Chief of Staff in overseeing the operations of the department, be knowledgeable of the negotiated agreement, and collaborate with site administrators regarding personnel and employment matters. This is a skilled professional position with responsibility for assisting in all areas of personnel and human resources management for the school system. This position will also focus on employee performance, evaluations, observations, plans of assistance, and maintaining the evaluation platforms.

**ESSENTIAL FUNCTIONS:**

- Assists in the administration of personnel support for all employees, including recruitment, selection, assignment, transfers, leaves, and other personnel activities;
- Provides assistance to site-based administrators regarding employee performance issues;
- Works with various administrators throughout the school system to enhance and improve employee performance through evaluations, observations, plans of assistance, retraining, and Student Learning Objectives (SLOs);
- Provides support to the Chief of Staff in the administration of negotiated employee agreements and employee relations;
- Provides support to the Chief of Staff and Chief of Safety and Security in employee investigations, as appropriate;
- Maintains knowledge of trends, regulations, policies, and issues affecting teacher certification, observations, and evaluations;
- Communicates with staff and the MSDE clearly and effectively both orally and in writing;
- Plans, organizes, and coordinates a variety of programs related to certification, observation, and evaluation; Utilizes Educator Information Sharing (EIS) database with MSDE;
- Serves as a liaison with local colleges/universities to develop and maintain partnerships;
- Represents St. Mary's County Public Schools (SMCPS) at public events including Board of Education (BOE) meetings, sponsored events, and recruitment events;
- Serves as the DocStar administrator;
- Coordinates with the Office of Strategic Planning and Communications to maintain the Perform platform for all employee groups;
- Leads the development, implementation, revision, of performance assessment systems for various employee groups in collaboration with respective employee associations;
- Conducts workshops and trainings for administrators related to employee performance;
- Serves as a back-up to the Maryland State Retirement Agency retirement coordinator for SMCPS; Coordinates grant-funded and locally funded stipends related to certification;
- Maintains confidential information and data on behalf of the Board in negotiations with employee associations; and

- Always maintain confidentiality and always represents the system in a positive manner.

#### DUTIES AND RESPONSIBILITIES:

- Assists in the orientation and support of newly hired employees;
- Researches background information for the development of local policies and regulation in accordance with federal, state, and local laws and policies;
- Investigates allegations of employee misconduct, as appropriate;
- Serves on various committees as appointed by the Chief of Staff;
- Maintains employee files, collecting and updating information as necessary;
- Assists with certification requests for certificated SMCPS employees, including requests for endorsements and renewals;
- Accesses, updates, and enters employee information into SMCPS database systems;
- Monitors, updates, and distributes certification information, evaluation schedules and tenure information of certificated staff;
- Assists with the recruitment, selection, hiring and placement of new staff, including reviewing certification credentials of applicants required for positions;
- Contributes to the management and implementation of certificated staffing for schools and concentrated efforts to increase minority representation among certificated staff for St. Mary's County Public Schools Serves as liaison to various departments regarding certifications and evaluations of staff;
- Serves as a liaison between SMCPS and state level agencies such as MSDE;
- Maintains knowledge of all federal, state and local laws, regulations and policies with regard to certification; Formats, completes and/or assists in completing reports, including the State Staffing Report, EEO reports, Department of Labor reports, Declaration of Intention, and other reports as needed;
- Ability to maintain confidentiality with various aspects of employee information;
- Evaluates the need for training for administrators regarding observations, evaluations, plans of assistance, SLOs, or other areas as needed;
- Coordinates information sessions with employee associations to share information and/or resources regarding evaluations, observations, plans of assistance, SLOs, the Perform platform, or other areas as needed;
- Manage various stipend programs through SMCPS in accordance with Negotiated Agreements and the Quality Teacher Incentive Grant through MSDE; and
- Performs other job-related duties as assigned.

#### QUALIFICATIONS:

- Master's degree required;
- A minimum of five years of school-based administrative experience and current endorsement for Administrator I, Administrator II preferred;
- A minimum of five years of experience in conducting observations, evaluations, and plans of assistance with various school system staff;
- Knowledge of general human resource functions;
- Evidence of exemplary human relations skills and excellent organizational skills;
- Ability to communicate effectively, both orally and in writing;
- Proficient in the use of Microsoft Office and database applications; and
- Ability to maintain confidentiality and professionalism always.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule – Range C.

**BARGAINING UNIT ELIGIBILITY: SMASA**