ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED 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 aids 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:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to represent SMCPS at public events including Board of Education (BOE) meetings, sponsored events, and recruitment events
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

DUTIES AND RESPONSIBILITIES:

- Serves as a liaison with local colleges/universities to maintain partnerships and implement various recruitment events and internship placements
- Coordinates and prepares 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
- Accesses, updates, and enters employee information into SMCPS database systems
- Reviews applications and ensure that all vacant positions are staffed with qualified candidates in a timely manner
- Collects and analyzes college transcripts and certification materials to determine staff placement on the salary schedule
- Monitors credits earned and initiate pay changes for employees as appropriate and in accordance with negotiated agreements
- Audits records of credits earned and recorded in personnel files for certification requirements and salary placement

- Prepares, submits, and audits MSDE fee billing on a quarterly basis
- Maintains day-to-day contact with principals, administrators, coordinators, and supervisors to meet goals and accomplish necessary staffing and other related services
- Researches employment and personnel issues and makes recommendations for resolution
- Counsels employees and applicants on personnel actions and personnel matters such as promotions, reassignments, etc.
- Interprets employment law, policies, procedures, and negotiated agreements for principals, administrators, supervisors, coordinators, employees, and applicants
- Processes personnel actions including appointments, promotions, reassignments, voluntary and involuntary transfers, and leave requests
- Prepares reports and analysis of personnel matters for Maryland State Department of Education (MSDE), administrators and other agencies as needed
- Updates, verifies accuracy, and distributes 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
- Participates in both certificated and non-certificated recruitment activities
- Monitors, updates, and distributes certification information, evaluation schedules, and tenure information of certificated staff
- Assists with the selection, hiring and placement of new staff, including recruitment and reviewing credentials of applicants required for positions
- Assists in preparation of the budget for recruitment activities, including new teacher incentives, National Board Certification, etc.
- Communicates the recruitment, diversification, training, recruitment, and succession plan to the school system
- Monitors the number of qualified applicants and recommends candidates for vacancies
- Assists with new employee orientation, including explanation of benefits
- Assists with the coordination of the teacher induction program and new teacher mentor program in conjunction with the Department of Curriculum and Instruction
- Provides support and direction to Teacher Academy of Maryland
- Coordinates certification and endorsement requests with MSDE utilizing the TEACH system
- Communicates with certificated staff regarding certification and required coursework to maintain or obtain certification
- Serves as a liaison between SMCPS and state level agencies such as MSDE
- Builds and maintains partnerships with universities, governmental agencies, state and national associations, businesses, other school systems, etc.
- 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 Highly Qualified
- Demonstrates courteous and professional treatment of all students, parents, community members and employees of SMCPS
- Administers tuition reimbursement programs in accordance with Negotiated Agreements
- Develops and maintains memorandums of understanding (MOUs) for direct billing agreements and partnerships with colleges and universities
- Manages Direct Pay programs with SMCPS coursework and local colleges and universities
- Manages various stipend programs through SMCPS in accordance with Negotiated Agreements and the Quality Teacher Incentive Grant through MSDE
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Current and valid Professional teaching license in Maryland
- Five (5) years of teaching experience

- 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.

Preferred:

- Master's degree

TERM OF EMPLOYMENT:
Full-time twelve-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Specialist Career Ladder for twelve-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated: 07.2024, 05.2025