

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

SUPERVISOR OF HUMAN RESOURCES CERT

POSITION: Supervisor of Human Resources Cert

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:

- 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
- 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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the 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
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- 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)
- 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
- Maintains files regarding certification of employees, collecting and updating information as necessary
- Processes all certification requests for certificated SMCPs employees, including requests for endorsements and renewals
- Accesses, updates, and enters employee information into SMCPs database systems
- Evaluates employee files for salary advancement following completion of advanced degree or changes in certification status
- 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
- Oversees management and implementation of certificated staffing for schools and concentrates efforts to increase minority representation among certificated staff for St. Mary's County Public Schools
- Coordinates certification and endorsement requests with MSDE using the EIS system
- Communicates 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
- Administers and monitors National Teacher Board Certification selection process for SMCPs instructional 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 Highly Qualified
- Oversees Direct Pay programs with SMCPs coursework and local colleges/universities
- Manages various stipend programs through SMCPs in accordance with Negotiated Agreements and the Quality Teacher Incentive Grant through MSDE
- Represents St. Mary's County Public Schools (SMCPs) at public events including Board of Education (BOE) meetings, sponsored events and recruitment events
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Master's degree

- A minimum of five (5) years of experience in teaching
- A minimum of two (2) years of school-based leadership experience and current endorsement for Administrator I
- 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

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range D.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated: 07.2024, 07.2025

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

SUPERVISOR OF HUMAN RESOURCES EVALUATIONS FOCUS

POSITION: Supervisor of Human Resources – Evaluations Focus

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. This position will also focus on employee performance, evaluations, observations, plans of assistance, and maintaining the evaluation platforms.

ESSENTIAL FUNCTIONS:

- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
 - Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
 - Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
 - Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
 - Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
 - Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
 - Ability to understand and maintain confidentiality
 - Possess excellent time management skills and the 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
 - Ability to assist in the administration of personnel support for all employees, including recruitment, selection, assignment, transfers, leaves, and other personnel activities
 - Ability to provide assistance to site-based administrators regarding employee performance issues
 - Knowledge of trends, regulations, policies, and issues affecting teacher certification, observations, and evaluations
 - Knowledge of general human resource functions
- Evidence of exemplary human relations skills and excellent organizational skills

DUTIES AND RESPONSIBILITIES:

- Assists in the orientation and support of newly hired employees
- Research background information for the development of local policies and regulations 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
- 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
- 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
- Provides support to the Chief of Staff in the administration of negotiated employee agreements and employee relations
- 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, and 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
- Performs other job-related duties as assigned.

QUALIFICATIONS:

Required:

- Master's degree
- Five years of school-based administrative experience and current endorsement for Administrator I
- Five years of experience in conducting observations, evaluations, and plans of assistance with various school system staff

Preferred:

- Administrator II current endorsement

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 D.

BARGAINING UNIT ELIGIBILITY: SMASA

Update 08.2024, 03.2025