

Somerset County Public Schools

Job Description

Job Title: Staff Certification and Licensing Administrator
Department: Human Resources
Reports To: Deputy Superintendent
FLSA Status: Exempt
Prepared By: Beth Whitelock
Prepared Date: 10/21/2021
Approved By: Superintendent
Approved Date: 5/25/2022

I. Summary

Under general direction of the Deputy Superintendent with guidance provided by the Supervisor of Human Resources, the individual performs multiple high level human resources and administrator functions on a system-wide basis.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Supervisor of Human Resources, Director of Schools, Deputy Director or Superintendent.

- Interviews for substitute and classified employee candidates and is the MSDE district contact for disqualified substitutes.
- Works with TAM teacher in the recruitment of student internship and the future teacher scholarships program.
- Monitors the high school senior teacher intern program.
- Serves as point of contact for teacher certification including answering questions and submitting certification information to MSDE and/or the local Certification Area Partner Assistant (CAPA).
- Promotes and monitors the National Board Certified Teacher Program.
- Coordinates the National Board Interest-Cohort Professional Development process.
- Is the school district contact for implementations and questions regarding the educator career ladder.
- Maintains the license activity of all service providers and coordinates with the appropriate supervisor.
- Serves as the Continuing Professional Development contact for Somerset County Public Schools.
- Monitors the highly qualified status and reporting of paraprofessionals.
- Assists with employment verification/letters of reference as necessary.
- Responds to reporting requests and provides HR statistical data to professional organizations including ASBO, MNS, ESMEC, MASPA, etc. as requested.
- Assists in the development and monitoring of the Human Resources Departmental budget.
- Serves and actively participates on all negotiations teams for the Board.

- Assists with human resources data collection for federal, state and local reporting requirements as requested.
- Is the HR Liaison for the Maryland Leads Grant Initiative
- Assists with interviewing and onboarding for teacher and administrator positions.
- Serves as the District Staff Wellness and Safety Chair and the Risk Management Committee.
- Is the alternate representative of HR related committee such as MABE Worker's Compensation Trustee and ESMEC Health Insurance Alliance.

III. **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Must have a Bachelor's Degree from an accredited college or university with a preferred emphasis in Business Administration or Human Resources Management plus at least three years experience working in the Human Resources or a field of education.

B. Certificates, Licenses, Registrations

Preferably PHR or SPHR certificated through the Society of Human Resources Management. A valid teacher certification is also desirable.

C. Language Skills

Ability to comprehend related laws, policies and procedures. Ability to read job related information to stay updated on latest trends.

D. Mathematical Skills

Ability to use math to interpret data and analyze complex and technical tasks.

E. Reasoning Ability

Specific skill-based competencies required to satisfactorily perform the functions of the job including planning and managing projects and preparing and maintaining accurate records using pertinent software applications.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Human Resources Information Systems software; Spreadsheet software and Word Processing software. Knowledge of Google Suite products is preferred. Pursues training and development opportunities to expand job knowledge.

G. Other Skills and Abilities

Must possess strong organizational, management, and interpersonal skills. Ability to motivate others to perform well and to communicate policies, procedures and

requirements is essential. Must have excellent oral and written communication skills.

H. Other Qualifications

Must be able to travel to all schools within the County on a regular basis. Attendance is also required at numerous out of town meetings and training sessions. Must be dependable. Ensures work responsibilities are covered when absent. Arrives to appointments and meetings on time.

Joins various professional organizations and reads professional journals and other publications in order to remain current in the development of the profession.

Previous working knowledge of labor relations and teacher certification is preferred.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.