



# Job Description

<b>Job Title:</b> Coordinator of Professional Staff
<b>Reports to (Title):</b> Director of Human Resources
<b>Terms of Employment:</b> 240 Days / 8 Hours Per Day <b>Salary Class:</b> 34 <b>FLSA Status:</b> Exempt
<b>General Summary:</b> This position is responsible for assisting the Office of Human Resources in carrying out district personnel activities, policies, and procedures related to recruitment and retention for certified staff. Supervises and evaluates the work of subordinate support staff, and performs related professional and administrative work as required. This position is under limited supervision.
<b>Essential Functions:</b> <ul style="list-style-type: none"> <li>• Establishes relationships and cooperates with colleges and universities in the recruitment of teachers graduating from education programs.</li> <li>• Works with administrators and directors to ensure they are able to appropriately supervise interns and student teachers.</li> <li>• Develops relationships with universities to promote the placement of diverse candidates into the district including attending job fairs.</li> <li>• Processes student teaching and intern requests.</li> <li>• Oversees contracts (i.e., memorandums of understanding and memorandums of agreement) for student teaching programs in the district.</li> <li>• Coordinates the recruitment of appropriately certified and qualified applicants for certified positions, develops recruitment materials, visits college campuses, arranges for and attends career fairs, trains volunteer recruiters in recruitment techniques, and plans other recruitment functions.</li> <li>• Builds the district's talent recruitment systems through, among other means, job fairs, social media and professional organizations.</li> <li>• Actively seeks highly competitive candidates.</li> <li>• Recommends improvements to the district's recruitment efforts.</li> <li>• Coordinates the maintenance of the district's Applicant Tracking System (ATS). Ensures active vacant positions have ongoing open postings online.</li> <li>• Assists in the hiring process. Pre-screens applicants (i.e. reviews application, verifies certifications, checks references); facilitates communication with applicants regarding appropriate qualifications, training, and licensure.</li> <li>• Coordinates the pre-screening and interview referrals lists for certified positions.</li> <li>• Remains informed about current trends and laws in human resources.</li> <li>• Serves as the district's induction and mentoring coordinator; functions as the South Carolina Department of Education (SCDE) and South Carolina Center for Education, Recruitment and Retention and Advancement (CERRA) contact person for all induction and mentoring information, updates, surveys, and trainings; collaborates with SCDE and CERRA staff to oversee the coordination and facilitation of all district-led mentor trainings and professional development opportunities for district mentors.</li> </ul>

- Submits the district's expanded Assisting, Developing and Evaluating Professional Teaching (ADEPT) Plan for the induction and mentoring of induction contract teachers by the deadlines established each year by the SCDE; ensures the plan is approved by the SCDE before implementation.
- Coordinates the District transfer process for certified and support employees.
- Represents the District at various professional and community meetings as appropriate.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.
- Coordinates special projects and programs as assigned.
- Prepares and/or processes studies, reports, policies and procedures, performance evaluations, memos, correspondence, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, superintendent, subordinates, other district administrators and staff, school administrators and staff, Board members, SCDE personnel, job applicants, college/university administrators, various councils and committees, personnel of other school districts and the general public.
- Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, etc.; uses clerical, copier, computer supplies.
- Attends training, seminars and conferences, and conducts research to stay abreast of legislation and trends in human resource administration.
- Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.
- Performs other related duties as required.

#### **Minimum Education/Work Experience:**

- Must hold a Master's degree and be certified by the South Carolina Department of Education in their area of primary responsibility or be eligible for a certification permit in the area and meet annual permit renewal requirements toward adding the certification field in full.
- Three years of experience in human resources, particularly in recruitment, employee relations, or staff management in an educational setting.
- May require a valid state driver's license.

#### **Knowledge/Skills:**

Knowledge of the methods, procedures and policies of School District Five of Lexington and Richland Counties as they pertain to the performance of duties of the Coordinator of Professional Staff. Knowledge of the functions and interrelationships of the District and other governmental agencies. Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Knowledge of and skill in planning, implementing and managing employee recruitment and retention programs and activities. Knowledge of interviewing and negotiation tools and techniques. Knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Knowledge of proper English usage, punctuation, spelling and grammar. Knowledge of modern office practices and technology. Knowledge of the terminology and various professional languages used within the department. Knowledge of the occupational hazards and safety precautions of the industry. Skill in the use of computers for word and data processing and records management. Has the mathematical ability to handle required calculations. Ability to help ensure departmental and District compliance with all labor / human resources laws and regulations. Ability to develop and maintain a positive rapport with District employees. Ability to make sound, educated decisions. Ability to plan, organize and direct a support staff. Ability to apply supervisory and managerial concepts and principles; Ability to offer instruction and advice to subordinates and co-workers regarding departmental policies, methods and regulations. Ability to perform employee evaluations and to make recommendations based on results. Ability to offer training and assistance to co-workers and employees of other departments as required. Ability to use

independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future District needs and resolving problems. Ability to plan and develop daily, short- and long-term goals related to District purposes. Ability to take the initiative to complete the duties of the position without the need of direct supervision. Ability to plan, organize and prioritize daily assignments and work activities. Ability to learn and utilize new skills and information to improve job performance and efficiency. Ability to read and interpret complex materials pertaining to the responsibilities of the job. Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Ability to maintain confidentiality as required. Ability to produce quality work despite the stress of deadlines. Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Ability to make public presentations. Ability to react calmly and quickly in emergency situations.

**Working Conditions:**

Duties are performed in an office or school facility with no significant exposure to adverse environmental conditions. Physical demands are restricted to sedentary work requiring occasional lifting/moving of items up to 25 pounds. Requires standing or sitting for sustained periods of time; walking or moving from one work site to another; manual dexterity to pick, pinch, type, or otherwise work primarily with fingers e.g., routine keyboard operations; mental acuity including the ability to make rational decisions through sound logic and deductive processes; hearing to receive detailed information and to make the discrimination in sound; and the ability to express ideas by means of the spoken word and have close visual acuity. Other physical abilities that may be required: balancing, crouching, handling, kneeling, reaching, repetitive motion, and stooping.

**Responsibility:**

No direct budgetary responsibility.

**Evaluation:**

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on Evaluation of Professional Staff.

**Disclaimer Statement:**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**Signatures:**

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

School District Five of Lexington and Richland Counties is committed to a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, personnel and community members who participate or seek to participate in its programs or activities. Therefore, the district does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law. The district will use the grievance procedures set forth in policy to process complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; and Titles I and II of the Americans with Disabilities Act of 1990. The district designates specific individuals to handle inquiries or complaints. To find out who to contact and how to contact them, please go to our website at <https://www.lexrich5.org/>.