



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

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| POSITION TITLE | Employment Coordinator |
| SCHOOL/DEPARTMENT | Human Resources |
| SALARY | Teacher salary schedule plus supplement |
| FLSA STATUS | Exempt |
| REPORTS TO | Director of Staffing/Licensure |
| SUPERVISES | None |
| WORK WEEK SCHEDULE | Monday - Friday |
| WORK HOURS | 40 |
| NUMBER OF MONTHS PER YEAR | 12 |

POSITION PURPOSE:

The Employment Coordinator in Human Resources is primarily responsible for all HR compliance reports submitted to the Board of Education bi-weekly as well as to NCDPI as applicable. Day to day duties involve oversight of the hiring process for certified staff, to include but not be limited to, posting positions, applicant tracking system functions, criminal background checks, vetting recommendations, ensuring licensure validity, and offering employment based on the recommendation of the Director of Staffing and Licensure. This person is also responsible for LINQS data management, Beginning Teacher Support Program, student teaching, the North Carolina Educator Evaluator System and subsequent evaluations, volunteer oversight, and classified evaluations. The Employment Coordinator also serves as the overseer for the HR website and is the contact for National Board Certified Teachers as well as those seeking NBCT certification.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the Beginning Teacher Support Program (BTSP) with demonstrated ability to successfully implement and support the three-year induction period and evaluation requirements as identified by the North Carolina Department of Public Instruction
- Thorough knowledge of the BTSP as it applies to Lateral Entry Teachers and demonstrated ability to successfully implement and support the induction period and evaluation requirements
- Thorough knowledge of the North Carolina Educator Evaluation System with demonstrated ability to execute the evaluation process in accordance with North Carolina laws and regulations
- Thorough knowledge of the Ethical Guidelines supporting the National Board Certified Teacher's Program and demonstrated ability to provide support and assistance to NBCT candidates and recipients in the school system
- Thorough knowledge of federal, state and local licensure requirements for teachers, administrators, and technical positions within the school system
- Considerable knowledge of the principles, procedures and practices of public school personnel administration
- Considerable knowledge of requirements for the evaluation of classified employees and ensuring that evaluations are conducted appropriately and in a timely manner
- Familiarity with processes for conducting criminal record checks of potential and current employees
- Demonstrated ability to work with a volunteer registry and providing oversight and support to schools using volunteers to support their educational programs
- Demonstrated ability to work with employees and advisors in the North Carolina Department of Instruction in order to ensure compliance with state requirements
- Demonstrated ability to work with the LINQS data base management system

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's degree or higher from an accredited institution in education, public administration, or similar field
- Minimum of six (6) years public school experience as a classroom teacher, administrator, and/ or central office administrator
- Proven excellence as a highly qualified public school classroom teacher and/or administrator
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess teacher and/or administrator certification from the State of North Carolina or be eligible to obtain said licensure
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Master's degree or higher from an accredited institution in education
- Ten (10) or more years of successful teaching and/or administrative practice or equivalent experience
- National Board Certified Teacher
- Experience serving as a Mentor or Lead Teacher
- Experience performing teacher observations and writing teacher evaluations
- SHRM or other human resources related certification

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the hiring process for certified employees from beginning to end
2. Prepare on a bi-weekly basis the HR personnel report for the Board of Education, and other reports as necessary for the NCDPI
3. Coordinate the Beginning Teacher Support Program and serve as a resource for beginning and Lateral Entry teachers
4. Organize and plan New Teacher Orientation for all initially licensed teachers in the school system
5. Provide demonstration lessons as needed; observe and provide feedback to beginning teachers
6. Provide regular updates to beginning teachers to keep them informed and to offer resources
7. Meet with administrators and beginning teachers when concerns arise
8. Oversee the NCEES Evaluation process and provide support to school administrators and other evaluators as necessary
9. Track NCEES Evaluations and address any issues that result from below standard or unacceptable ratings
10. Work with school administrators to ensure that teacher action plans are implemented and followed; track action plans and subsequent evaluation results
11. Coordinate the mentor program, including providing mentor training as needed, providing electronic communication letters and tips to mentors, and supervise full/part time mentors and school based buddy teachers
12. Ensure that mentees have proper guidance from their mentors via individual meetings with beginning teachers, mentors, administration, and written documentation
13. Oversee the National Boards for Professional Teaching Standards program for experienced teachers
14. Provide support and guidance for teachers seeking National Board Teacher Certification status and for those who wish to maintain their certification
15. Conduct criminal background checks for potential employees
16. Oversee the evaluation process for classified employees throughout the school system, ensure that evaluations are conducted on a routine basis, provide assistance with below standard or unacceptable performance ratings, track subsequent action plans and in consultation with both HR Directors regarding any potential issues
17. Review and determine volunteer status based on processed background checks in the automated system
18. Work with schools to complete criminal background checks for parents and community members who wish to volunteer in the schools
19. Recruit at universities and colleges as needed
20. Assist in district interviews as needed
21. Lead the school district's employee recognition programs including Teacher of the Year, Retiree, and Classified Employee Recognitions

- 22. Serve on the Raising the Achievement Gap Committee
- 23. Perform other duties as assigned by the Director of Staffing/Licensure

| WORKING CONDITIONS | |
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| PHYSICAL DEMANDS | Work is considered light physical work requiring the exertion of up to 20 pounds of force. |
| WORK ENVIRONMENT | Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public. |
| ACKNOWLEDGEMENTS | |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations | |
| <i>Reviewed by: Employee's Signature</i> | <i>Date</i> |
| <i>Approval by: Supervisor's Signature</i> | <i>Date</i> |
| The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. | |

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*