



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Director of Staffing and Licensure
SCHOOL/DEPARTMENT	Human Resources
SALARY	School Administrator VI plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Human Resources Officer
SUPERVISES	1 Employment Coordinator; 2 Human Resources Specialist
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40, Some evenings and weekends may be necessary
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Director of Staffing and Licensure is responsible for all aspects of staffing, hiring, licensure and salary administration for the Orange County Schools. The Director is responsible for developing and implementing quality recruitment and retention initiatives and programs that effectively meet the changing needs of the school district as well as ensuring that all licensure criteria are met for certified staff. The Director serves as a liaison for NCDPI, school based administrators and supervisors regarding human resources and records administration. Additionally, the Director of Staffing and Licensure manages and keeps up to date the catalogue of OCS job descriptions. The Director acts as management lead in the absence of the Chief Human Resources Officer, with the exception of confidential employee and investigative matters under the oversight of the Director of Employee Relations/Benefits.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of NC Licensure requirements for certified staff
- Thorough knowledge of the principles, procedures and practices of human capital management and personnel administration
- Thorough knowledge of federal, state and local laws, rules and regulations governing staff including, but not limited to, hiring, licensure and salary administration
- Thorough knowledge of the OCS organization and operational policies and procedures
- Thorough knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state, and local laws, rules and regulations
- Considerable knowledge of the current literature, trends, and developments in the field of Human Capital Management and personnel administration
- Ability to maintain confidentiality regarding highly sensitive employee information
- Ability to effectively express ideas orally and in writing
- Ability to make quality oral presentations before large groups of people
- Able to speak professionally to individuals or groups of people with poise, voice control and confidence
- Responsive to inquiries or complaints in a timely and effective manner
- Ability to establish and maintain effective working relationships with school system staff, staff members of external funding agencies, and the community.

EDUCATION, TRAINING, AND EXPERIENCE

- Master's degree or advanced degree in education or administration/supervision
- Five (5) years of related experience working with human resources, personnel, and employee relations issues
- Thorough understanding and knowledge of NCDPI licensure and certification practices
- Working familiarity with LINQS and ATS
- Understanding of NC ADM teacher allotment and control process
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Current NC certification or eligible to be certified as a teacher or administrator
- Must possess a valid motor vehicle license administered by the State of North Carolina Division of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Successful teaching experience in a public school
- Successful experience as a principal in a public school
- Understanding and experience in hiring individuals for positions that require certification in their relative fields
- SHRM or human resources related certifications

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees all aspects of hiring certified, classified, and substitute staff to include salary administration
2. Processes license requests, prepares licensure paperwork and monitors license status
3. Validates licenses and maintains license files
4. Assists new employees with applying for licensure and/or plan of study
5. Evaluates candidates for hiring eligibility
6. Maintains employment contract files on all employees and assists with determining contract status
7. Gathers and analyzes data to develop, implement, review and monitor effective district-wide recruitment and retention programs to include the Beginning Teacher Support Program
8. Responsible for data management and compliance reports associated with district-wide hiring, teacher turnover, EEOC and other compliance reports
9. Conducts research, shares best practices, data, and documentation in support of recruitment and retention programs, strategies, initiatives and activities
10. Designs and implements strategic recruitment plan to include district job fairs and other outreach events
11. Assists with ADM teacher allotment and position control process
12. Oversees various human resource management systems (LINQS, ATS)
13. Manages district-wide evaluations and performance systems and determines performance evaluation status of certified and classified staff
14. Develops and maintains catalogue of job descriptions
15. Assists early contract candidates throughout the hiring process, including providing them with necessary information, the application and licensure processes, and Praxis requirements
16. Informs school based administrators of possible applicants and schedules interviews for applicants with the school based administrators
17. Responsible for maintaining various databases and spreadsheets related to hiring and retention and prepares various reports for presentation regarding hiring, selections recruitment and retention practices
18. Represents OCS on committees at the state, district and local levels, as well as at colleges and universities
19. Performs other duties as assigned by the Chief Human Resources Officer

WORKING CONDITIONS	
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.*