

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **HR Recruiting, Licensing & Hiring Specialist (M73)** Job Family: 03
 Department: Human Resources Lane Placement: 15
 Supervisor's Title: Human Resource Administrator Contract: 242 Days
 FLSA Classification: Non-Exempt Hours per Day: 8

Original date: 10/21 Revised: 08/22 Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the Administrator of Human Resources, the **HR Recruiting, Licensing and Hiring Specialist** will coordinate the recruitment and hiring process of licensed and ESP District employees. The Specialist, in collaboration with other District departments (e.g. Human Resources, Evaluation, Teaching & Learning, Special Education, CTE and other Support Services), will serve as the main point of contact in the District for underqualified educators as they work toward obtaining a Utah Professional Educator License. The Specialist will meet with underqualified educators in the Alternative Pathway to Professional Educator License (APPEL) and Local Educational Agency (LEA-Specific) programs to provide leadership and direction in all matters of licensing required by the Utah State Board of Education (USBE).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- The Specialist will coordinate the recruitment/hiring process for licensed and Education Support Professional (ESP) employees. Ensure positions are posted accurately and in a timely manner. Will review hiring paperwork, approve offers and hire/change forms.
- Coordinate substitute hiring, training, and act as a liaison between Human Resources and the school principals. Will coordinate the volunteer process, including scheduling, fingerprinting and notification to schools.
- Coordinate placement of teachers, student teachers, interns and other licensed employees as directed. Attend job fairs to recruit qualified licensed candidates both in state and nationally.
- Under the direction of the HR Administrators, the Specialist will provide leadership and direction, as assigned, in all matters relating to underqualified employees in the Alternative Pathway to APPEL and LEA-S programs seeking a Utah professional educator license, which will include, but are not limited to the following duties and responsibilities:
 - Design, supervise, implement, monitor and track the underqualified educators in the District.
 - Analyze employee transcripts and experience to identify teacher licensing requirements.
 - Identify, track and report data for underqualified educators to ensure compliance with statutes, USBE board rules, District policies and professional Licensing.
- Act as liaison between principals and Human Resources concerning underqualified educators.
- Lead and/or assist in the development, recommendations, interpretation and direction of all policies and programs for underqualified educators.
- Keep abreast of current trends, laws and Board rule related to the programs for underqualified educators and the USBE licensing rules assuring District compliance.
- Ensure proper management of all files pertaining to programs and programming for underqualified educators.
- Facilitate the design and creation of HR reports from Skyward or another District source. Responsible for the analysis, design, development, testing, implementation and maintenance of HR related computer applications.
- Responsible to design and develop HR report(s) as directed by the Administrator. Information may be obtained from the Skyward system or other District source.
- Create visual representations of data (e.g. spreadsheets, graphs, charts, etc.).

- Assist in interpretation and dissemination of information to underqualified educators and their supervisors concerning their path to obtaining a Utah professional educators license.
- Identify, track and report licensing data to ensure compliance with statutes, USBE board rules and District policies.
- Develop and monitor the Utah professional educator licensing plans for educators working towards a Utah professional educator's license.
- Assist HR administrators in the development, recommendations, interpretations and direction of all policies and programs related to USBE licensing.
- Coordinate with schools and departments (i.e. Teaching & Learning) to ensure mentors are assigned to underqualified educators.
- The Specialist will assist with HR information technology projects, including Frontline, to ensure HR project goals are accomplished and within the prescribed timelines.
- Assist in the interpretation and dissemination of information to both educators and applicants.
- Be responsible to design and develop HR report(s) as directed by the HR Administrators.
- Create visual representations of data (e.g. spreadsheets, graphs, charts, etc.).
- Assist the HR department in fulfilling requests from the Board of Education by collecting data, preparing reports and distributing information.
- Provide annual, quarterly, monthly, and daily reports as requested.
- Collaborate with employees in HR and other departments in a cooperative, positive and professional manner.
- Will travel to District locations using own transportation.
- Train a variety of individuals with HR processes, procedures and systems.
- This position requires punctual and regular daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Master's Degree in human resources, education, information management or related field or equivalent combination of education and experience.
- Requires five years job related work experience with demonstrated competence.
- Requires strong knowledge of teacher licensing rules or procedures.
- Experience with HR information systems preferred.
- Requires knowledge of operating systems currently in use in the District (i.e. Skyward, Frontline, etc.).
- Must demonstrate competence in reading, writing and advanced mathematical and logic skills.
- Requires effective interpersonal and people skills. Will have significant interaction with personnel in HR, schools and other departments.
- Requires effective collaboration and cooperation attitudes and abilities.
- Must be self-motivated and proactive in completing tasks with minimal direction.

- Must be able to provide own transportation, as position may require travel throughout the District.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines.
- Computer hardware and software and related equipment.

Physical Requirements – Not limited to the following:

- Occasionally lift and move items up to 20 lbs.
- While performing the duties of the job, the employee is constantly required to sit. Occasionally will stand, walk, talk and hear. The employee constantly is required to use hands to finger, handle, type and feel and must reach with hands and arms.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*