

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Human Resource Administrator-Licensed (175)**

Department / Location: Human Resources

FLSA Classification: Exempt

Supervisors Title: Administrator Human Resources

Contract: 245 Days

Original date: 04/85 Revised: 03/92 Revised: 02/09 Revised: 03/19 Revised: 05/22

GENERAL FUNCTION

The **Human Resource Administrator - Licensed** is responsible for the recruitment, employment, placement, retention and licensure of licensed personnel and for the management of related personnel services. Will provide guidance and assistance to administrators and employees regarding employment, recruitment, employee discipline, training, leaves, policy interpretation or other related areas. Will assist in the development, implementation and direction of programs under the supervision of the administrator.

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

ESSENTIAL FUNCTIONS

- Ensure all current and new licensed educators meet USBE license standards. Coordinate the with the HR Licensing Specialist to review and track professional, associate and LEA specific licensed educators and support underqualified educators to complete their professional license.
- 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.
- Provide leadership, training, guidance and assistance to administrators and employees regarding employment, recruitment, employee discipline, policy interpretation or other related areas.
- Assist in creating retention strategies to retain effective employees. Continue to remain competitive in recruiting, attracting and retaining high quality employees in accordance with Board ENDS 402-Empowering Employees.
- Assist in the preparation and presentation of reports and recommendations to the Board of Education (Board), District administration, Utah State Board of Education (USBE) and other stakeholders regarding HR activities. Respond to requests for information related to HR operations and functions.
- Assist the Administrator-HR to ensure that operation and activities of the department comply with Board and Administrative goals, policies and guidelines.
- Engage in collaborations with District association groups to resolve concerns. Conduct monthly District Advisory meetings as assigned.
- Serve as a resource to all employees and volunteers regarding compliance, employee leave benefits, fingerprinting and background checks, recruitment, hiring and placement retention strategies. Assist in providing employees with information and resources regarding psychological and emotional support for themselves and/or their family members in accordance with Board ENDS 404-Safety and Security.
- At the direction of the Administrator-HR, follow Utah Educator Professional Standards in reporting licensed employee arrests, convictions or misconduct to the Utah Professional Practices Advisory Commission.
- Assist in development, revisions, recommendations, interpretation and direction of all policies and programs related to employment, assignment, promotion, evaluation, salary placement, substitute use and fringe benefit programs for licensed personnel.
- Monitor, manage, track and report data regarding associate, professional and LEA specific licensure in the District in accordance with USBE rules and NCLB Highly Qualified requirements.
- Assist in creating and updating job descriptions to accurately reflect job duties.
- Assist in providing information for unemployment claims for all employee groups and participate in unemployment claim appeals.
- May assist in coordinating the employee and volunteer background check process and evaluate applications and background results for employment eligibility. Review and approve the billing invoice.

- At the request of supervisors, meet with employees suspected of being impaired while at work to verify reasonable suspicion and coordinate the for-cause drug/alcohol testing, if warranted.
- Assist in evaluating worker's compensation claims and may meet with injured employees and supervisors to implement effective safety strategies to avoid future incidents.
- Assist with hiring, training and/or discipline of substitutes and serve as a liaison for administrators.
- May assist the Administrator-HR or schools in conducting investigations.
- Ensure proper management of all files pertaining to potential candidates and current employees.
- Assist as assigned in planning and implementation of in-service and staff development programs.
- Assist in development, implementation and evaluation of short and long-term planning and accountability procedures for the Department of Human Resources.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Maintain records and required information in a secure location. Maintain confidentiality of all student and employee information.
- Required to travel to District schools or other locations using own transportation.
- This position requires punctual and regular daily attendance at the assigned location and includes work after hours and on weekends throughout the year.

NON-ESSENTIAL FUNCTIONS

- Keep abreast of changes in laws and regulations, trends and developments in education in support of the role of hiring the most qualified candidates.
- Maintain professional competence through in-service education activities required by the District and state, as well as self-selected professional growth activities.
- Attend District, state and other meetings and conferences as assigned.
- Other duties and responsibilities as assigned by the Executive Director of Human Resources.

- 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 a Master's Degree in human resources, business or an administrative license in education with an interest in human resources.
- Requires five (5) years of administrative or leadership experience in human resources, business or education.
- Knowledge of USBE licensing guidelines preferred.
- Demonstrated ability to write reports, business correspondence, procedures manuals and policies.
- Requires strong computer and educational technological skills.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
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- Ability to identify and resolve problems in a professional and timely manner.

- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Requires the ability to establish and maintain a positive working environment.
- Demonstrated ability to work effectively and establish effective working relationships with administrators, candidates, university partners, patrons, USBE employees and employees at all levels throughout the District.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.

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, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and 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 and depth perception.

- 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.*