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| <b>Title:</b>               | Human Resources Licensure Specialist   |  |
| <b>Reports to:</b>          | Executive Director for Human Resources |  |
| <b>Terms of Employment:</b> | 12 months                              |  |
| <b>Salary:</b>              | Pay Grade 56-63                        |  |

- Qualifications:**
- Associate's Degree preferred
  - Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

**Supervises:** Human Resources Administrative Assistants

**Essential Job Functions:**

1. Prepares and maintains employment contracts for all licensed personnel
  - Issues probationary contracts annually (four consecutive years)
  - Issues career contracts after probationary period completed
  - Prepares list annually for principals and Board of Education of employees eligible for career and continued probationary status for the following school year
2. Prepares student accounting for ADM allotment of personnel
  - Ten day membership count by school (first, fifth & tenth day)
  - ADM Planning Allotment (March)
3. Assists with HRMS data entry and collection
4. Assists in recruitment of new staff (talking with potential new hires about Scotland County and the benefits of working with the school system)
5. Prepares Personnel Directory
6. Researches data for various personnel statistical reports
7. Assists with request of verification of employment (telephone and mail requests)
8. Assists with New Teacher Induction/Orientation and New Employee In-processing
9. Attends various Personnel/ILT meetings as requested by supervisor
10. Exercises confidentiality concerning personnel matters
11. Attends staff development/classes and conferences to stay abreast of current computer applications and employment policies/benefits
12. Serves as notary for Human Resources
13. Composes personnel correspondence

14. Licensure responsibilities:

- Assists new certified staff in obtaining North Carolina licensure
- Assists new lateral entry teachers in obtaining licensure and RALC evaluations
- Maintains list of Initially Licensed Teachers (prepare payroll for three additional days pay at beginning of year)
- Maintains list of mentors working with first, second, and third year Initially Licensed Teachers and prepare monthly mentor payroll
- Assists in No Child Left Behind (NCLB) Reporting to DPI
- Monitors individual teachers' continuing education units to determine if minimum amount of renewal requirements are met to renew licenses expiring in June
- Annually reviews lateral entry and provisional licenses to ensure state requirements are met and submits to DPI for annual extensions
- Submits recommendations for continuing licenses for Initially Licensed Teachers after three years of employment
- Attends licensure training meetings to keep abreast of current policies and procedures
- Composes licensure requests and correspondence

15. Performs other duties and responsibilities as assigned by supervisor



## **Human Resources Department Physical and Cognitive Requirements**

The major physical and cognitive requirements listed below are applicable to the **Human Resources Supervisor** job classification within the Human Resources Department of Scotland County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment