

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: Director of Educator Quality

Department: Human Resources

Date Reviewed: June 2019

**Reports To: Chief Human Resources
Officer**

Grade: 507

Calendar: 12 month

Purpose of Job: To supervise the recruitment, selection and retention processes for certified employees of the district.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Support certified personnel staffing needs, developing short and long term workforce planning strategies and goals.

Responsible for final approval of certified employment recommendations

Coordinate, develop and monitor the recruitment, selection and employment process for certified staff. Focus on attracting quality candidates to CMCSS

Maintain and monitor screening data for applicant pool, continually reviewing CMCSS quality definitions.

Continue to research and abide by Tennessee Department of Education and federal requirements for licensure

Review administrator's appeals of previously employed applicant's hiring status

Oversee efficient processing of applicants and compliance with licensing, legal and or administrative requirements.

Manage and process certified transfer requests to ensure licensure compliance.

Track certified employee resignations, non-renewals and retirements

Process and review certified resignations and analyze "separation reason" data.

Director of Educator Quality

Manage certified postings and applicable licensure program needs for vacated certified positions.

Schedule/coordinate a variety of activities and projects for the purpose of collaborating with various agencies and organizations to address the issue of recruiting qualified teachers and principals for the school district.

Utilize several approaches for the purpose of attracting certified candidates, including social media, networking with university contacts, etc.

Attend educator career fairs, establishing a close liaison with college and university representatives in Tennessee and surrounding states to promote recruitment of quality teachers and administrators.

Assist administrators and supervisors with finding applicants for difficult to staff positions

Collaborate with Career Technical Education (CTE) coordinator to determine eligibility of CTE candidates

Oversee the selection and ordering of recruitment materials. Ensure the selected items are in compliance with the CMCSS logo guidelines

Collaborate with the Communications department to create advertising and recruitment materials

Identify and participate in opportunities to promote teaching as a profession to middle school, high school and/or college students

Remain informed of employment (salary, benefits etc...) trends and innovative recruitment techniques in order for CMCSS to remain competitive.

Analyze teacher effect data with university educator preparation programs to determine the focus of recruitment efforts

Work with the State of TN applicant service programs and local schools and universities to encourage non-traditional applicant pursuits of the teaching profession.

Create strategies for minority recruitment and for incorporating a diversity focus in the marketing campaign for attracting educators to CMCSS

Assist in the administration of the Clarksville Teaching Fellows program

Supervise and delegate follow-up communication with potential applicants, following recruitment events to ensure CMCSS is well-represented and positively promoted

Director of Educator Quality

Oversee the process for hiring school and various district-level administrators. Responsible to ensure fidelity of the CMCSS HR hiring administrator protocols

Facilitate a screening interview process using structured questions for selected school-level administrator candidates.

Assist in the interpretation and implementation of applicable district, state and federal policies, laws and regulations regarding teaching certification legislation.

Assist CHRO and Level Directors during non-renewal process Coordinate the staffing process for considering candidates with job-embedded licensure.

Assist CHRO and HR Leadership team with the development of the annual HR budget, departmental strategic work plan and annual goals.

Assist Principals with developing corrective action plans and follow-up of teacher performance.

Supervise Certified Employment Representatives and the HR Associate of Certified Application Support

Prepare and facilitate presentations to school board members and other stakeholders regarding recruitment and retention

Prepare and conduct annual training for administrators regarding various Human Resources matters, such as: Title-funded positions, Clarksville Teaching Fellows, Career Fair expectations, licensure updates, etc.

Provide support to administrators requiring assistance with the applicant tracking system. Create reference guides to simplify the process for them.

Act as secondary support when the CHRO is unavailable. Provide advice and support for school personnel regarding DCS reporting, and share concerns with law enforcement officials, as deemed necessary. Assist leaders regarding personnel matters, etc...

Plan, coordinate, communicate and execute a CMCSS Teacher Job Fair annually.

Serve on the Austin Peay State University Primary Partnership Team and the APSU Partnership Advisory Council

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum 2 years successful experience as a school administrator and Master's Degree or higher in Administration and Supervision with valid Tennessee teaching certification with administrator K-12.

Knowledge of Job

Considerable knowledge of the policies, procedures, and activities of the school system, and Human Resources as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date