

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION**

Job Title: Certified Employment Representative Department: Central Office

**Grade J
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: June 2017

**Reports To: Director of
Educator Quality**

Purpose of Job

The purpose of this job is to support the component of the CMCSS District Strategic mission to recruit, select and retain quality certified staff. This will be accomplished through administrative support to the CHRO and certified team/process. The most important function of this position is to create a culture of uncompromised customer service to our internal and external customers.

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.

Create a customer first culture that establishes customer service as the CMCSS competitive advantage. Welcome new certified employees into the district (i.e., personal contact, introduction to new teacher in-processing etc.)

Responsible for the intra-departmental and inter-departmental communication and coordination of new hire in-processing, transfers, resignations, retirements, salary changes, etc. for certification employees.

Organize and initiate the in-processing of new educators, administrators and on-site health providers to include confirming complete applications, contacting new employees, reserving meeting rooms, collecting any missing supporting documents and preparing new employee packets.

Conducts in-processing of new professional employees to include: verification of eligibility to work in the United States (I-9 form & E-Verify), discussion with and distribution of information for salary, direct deposit, tax information, fingerprints, ID badges, state laws, certification of

health, calendars, job description, sick/personal leave, prior teaching experience, acceptance letter, and substitute services.

Initiate and manage all Munis functions and transactions related to new and existing certified employees.

Monitors online job postings for accuracy of position numbers and availability. Provide assistance to Human Resources Associate on posting certified positions.

Management of position control numbers for certified staffing changes. Maintain records of additions, deletions and funding changes on positions. Collaborate with the Business Affairs Department on changes with budgetary implications.

Oversee licensure process for Out of State Candidates, Temporary Licenses, Waivers, Permits for all educators not currently Tennessee certified. Collaborate with educators, sponsoring universities and the TN Department of Education to insure that all documents are complete. Monitor the status of licensure requirements throughout the year. Offer guidance to educators on licensure requirements.

Monitor licensure records of current certificated employees to include applications for renewal, advancements, additional endorsements and degree changes. Provide follow up and guidance to teachers and administrators throughout the process.

Identify correct pay scale for new educators and administrators. Analyze teaching and or administrative experience for certified employees to determine salary step. Research the accreditation status of educational institutions listed for experience. Seek administrative approval when necessary.

Oversee Contracts for Testing, Training and Tuition Reimbursement for approved certificated employees.

State data management with the TN Department of Education on all certificated employees to include salary levels, assignments, differentiated pay and experience. Complete required reports within designated timeline.

Analyze experience of educators to determine eligibility for step increases and license advancements. Communicate with Payroll Supervisor and/or Principals as appropriate.

Assist the Chief Human Resources Officer and Employment Process Coordinator with the tenure process. Prepare reports of certified employees for staffing analysis to determine tenure eligibility.

Prepare seniority reports and/or position reports for the Chief Human Resources Officer as needed for staffing reviews.

Coordinate with the School Support Coordinator, Employment Process Coordinator Principals, Athletic Directors and Payroll Supervisor in managing certified and non-certified supplements including all related personnel actions for new and existing employees for timely administration of supplemental salary additions, deletions and changes. Develop and maintain spreadsheets by location for all supplemental positions. Tracks experience for appropriate salary steps.

Initiate the name change process for certified employees and notify appropriate departments and individuals. Assist with the application for name change with the TN Office of Educator Licensing.

Collaborate with the Technology Department on needed computer enhancements and reports to improve efficiency of processes.

Assists with the implementation of the strategic plan for recruiting and retention. Assist in planning and implementation of CMCSS teacher job fair.

Serves as back up to other Certified Team members and HR Department members as needed

Prepares and/or generates correspondence, letters, memoranda, forms, reports and other documents.

Prepares departmental files; maintains files of applicants, employees, and departmental records.

Copies and distributes correspondence, memoranda, reports and other related materials.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Responds to requests for information or assistance from officials, members of the staff, the public or other individuals.

Communicates promptly and effectively with customers over the phone, in person and in written correspondence

Establish and maintains effective working relationships.

Convey a positive and professional image to applicants and employees.

Maintain the highly confidential nature of human resources work.

Provides information/assistance to certified employees regarding State and Federal Legislation.

Collect, compile and analyze information and data, and interpret and apply laws, ordinances, and policies.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Three to five years of Human Resource or Education experience.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Human Resource practices as they pertain to the performance of duties relating to the job of Certified Employment Representative . Has general knowledge of Human Resource practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. 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.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or 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. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Certified Employment Representative. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Certified Employment Representative.

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 utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

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 equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

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

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

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).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

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