

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

STAFFING ADMINISTRATOR

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution with specialization in human resources management or related field.
- (2) Minimum of five (5) years progressively more responsible human resources related work experience.
- (3) Professional Certification in Human Resources, preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interpret, understand and apply a negotiated agreement. Knowledge of interrelationships between personnel and management. Ability to work well with people. Knowledge of technology required to perform assignments. Knowledge of laws, rules and regulations governing assignment. Knowledge and understanding of staffing demographics. Knowledge of recruitment styles and hiring process. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Executive Director, Human Resources and Labor Relations

JOB GOAL

To provide substantial and effective leadership, direction and oversight for the Human Resources Department and for developing, recommending and promoting staff recruitment and equity.

SUPERVISES:

Certification Team
 Employment Specialist
 Receptionist
 Administrative Assistants II
 Administrative Assistant III
 Information Specialist
 Talent Acquisition Coordinators

PERFORMANCE RESPONSIBILITIES:

- *(1) Develop and implement a recruitment plan that assists in the selection of the highest qualified teachers.
- *(2) Serve as a recruiter for the District.
- *(3) Design and monitor recruitment schedules.
- *(4) Establish and implement data collection measures related to recruitment, retention, and separation to identify trends.
- *(5) Manage and direct Certification functions and requirements for applicants and employees.
- *(6) Implement and oversee E-Verify database and processes to determine work eligibility of employees.
- *(7) Serve as a member of the negotiating team.
- *(8) Implement and oversee annual staffing processes in accordance with bargaining

STAFFING ADMINISTRATOR (Continued)

- language for both classified and instructional staff.
- * (9) Implement and oversee summer school staffing processes in accordance with bargaining language.
 - * (10) Oversee “sub central” and related substitute coverage processes.
 - * (11) Interview prospective candidates for determination of early job offer (binder candidates).
 - * (12) Ensure widespread advertisement for job vacancies.
 - * (13) Assist in the supervision of the preparation of the School Board agenda for Human Resources.
 - * (14) Oversee the application process and pre-employment processing for all employees.
 - * (15) Oversee and monitor district wide veteran preference practices.
 - * (16) Serve as the facilitator of the student calendar committee and the 12-month employee calendar committee.
 - * (17) Supervise the HRMD program for all administrators.
 - * (18) Maintain and support the Applicant Tracking System.
 - * (19) Develop, recommend and promote staff recruitment and equity.
 - * (20) Assist in development and implementation of the Alternative Certification Program for Teachers.
 - * (21) Network with area personnel administrators.
 - * (22) Respond to inquiries and concerns in a timely manner.
 - * (23) Keep supervisor informed of potential problems or unusual events.
 - * (24) Work closely with District and school staffs to support school improvement initiatives and processes.
 - * (25) Disseminate information and current research to appropriate personnel.
 - * (26) Keep well informed about current trends and best practices in areas of responsibility.
 - * (27) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
 - * (28) Promote and support professional growth for self and others.
 - * (29) Develop annual goals and objectives consistent with and in support of District goals and priorities.
 - * (30) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
 - * (31) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
 - * (32) Prepare or oversee the preparation of all required reports and maintain appropriate records.
 - * (33) Serve on District, state or community councils or committees as assigned or appropriate.
 - * (34) Consistently represent the District in a positive and professional manner.
 - * (35) Provide leadership and direction for the assigned areas of responsibility.
 - * (36) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
 - * (37) Assist in implementing the District’s goals and strategic commitment.
 - * (38) Exercise proactive leadership in promoting the vision and mission of the District.
 - * (39) Provide oversight and direction for cooperative planning with other agencies.
 - * (40) Set high standards and expectations for self and others.

STAFFING ADMINISTRATOR (Continued)

- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(42) Facilitate problem-solving by individuals and groups.
- *(43) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities