



Columbia County School District Job Description

Position Title: HR Specialist II - Certified Personnel		
Department: Human Resources	Evaluation Instrument: Performance will be evaluated annually by the Chief Human Resources Officer in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: General Services Salary Scale, Pay Grade N	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days; 8 hours per day		
Reports to: Chief Human Resources Officer		

MINIMUM QUALIFICATIONS

Minimum of two years post-secondary education or more than seven years working in a human resources environment required; baccalaureate degree with three to five years of experience working in an educational and/or human resources environment preferred; knowledge of state educator certification process/rules preferred; ability to understand and carry out complex oral and written instructions; to handle multiple tasks simultaneously; ability to successfully complete many critical tasks concurrently; requires high attention to detail, problem-solving and confidentiality; ability to utilize computer software effectively. Ability to remain organized and self-disciplined during peak demand situations. Must be detail oriented.

GOAL

Assist the Columbia County School District in providing a world-class education for all students by effectively and efficiently processing new hires for employment and ensuring current employees maintain proper teaching credentials for their assignments.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Monitor, accurately interpret and apply all Federal, State and Local certification rules and laws such as No Child Left Behind including current, proposed and “sunset” rules for all certificate fields and for all categories of employees.
- Communicate with and advise over 1700 certified employees how Department of Education and Georgia Professional Standards Commission policy/rule changes impact individual certificates.
- Evaluate applicants’ out of-state certificates, test assessments and transcripts; advise principals/make recommendations on initial hiring decisions by interpreting State and Local policies regarding certification, highly qualified status, program completion, required assessments and experience verification to ensure the most qualified applicant is hired.
- Routinely discuss policies/procedures with regional higher education officials on program completion, and State and Local certification requirements.
- Advise potential employees regarding interstate reciprocity and employment options, interpreting reciprocity rules through an understanding of regional certification processes and a cursory understanding of all states’ certificates and certification rules.
- Conduct screening and queries from System applicant database to assist principals in locating quality applicants for employment.
- Annually prepare and revise new hire processing, orientation and system marketing packets to assist new employees with their integration into Columbia County School System.
- Coordinate and conduct New Hire sessions for all newly hired certified and professional non-certified personnel; initiate Georgia Professional Standards Commission (PSC) application for Certification Packet and/or Addendum to Contract when necessary
- Advise new employees of any contingent certification requirements/timeframes necessary for continued employment with Columbia County School System; facilitate upload of new employee information into employee database.
- Maintain all new hire certified and professional non-certified employee files.
- Ensure all Federal, State and Local employment requirements regarding certification/licensure, highly qualified requirements, test assessments, education/training, I-9 Employment, Eligibility Verification, criminal history and reference information is clear and acceptable prior to Board Approval.

- Follow Board Approval, scan new hire files into individual Doc-e-Scan files; update HR Professional New Hire Spreadsheet as needed.
- Monitor new hire teachers' non-renewable certificates, after initial hire; communicate with teacher/principal/ Chief Human Resources Officer, ensuring expectations and certification requirements are addressed and met by the established deadline.
- Input initial new hire information into primary HRIS employee database to ensure accurate tracking and data recovery of employee information
- Ensure accurate reporting of newly hired certified employees into critical federal employee tracking system to include the Social Security Administration and the Department of Homeland Security's E-Verify Employment Verification Program.
- Analyze experience verification for all new hire certified and professional non-certified employees; maintain a current knowledge of State and Local policies and procedures to ensure correct grade and step placement on appropriate salary scale.
- Communicate experience verification and salary placement with new hires in a timely manner, responding to any salary/experience verification concerns.
- Serve as liaison for all professional and non-professional certified employees regarding certification issues in regards to answering questions for teacher certification, maintaining a direct line of communication with Georgia Professional Standards Commission Certification personnel.
- Develop, communicate and facilitate certificate/licensure renewal procedures annually to all of system's professional and non-professional certified/licensed personnel, including administrators, teachers, paraprofessionals, nurses, physical and occupational therapists, COTA's, etc. in accordance with State requirements. Monitor and maintain knowledge of current Georgia Professional Standards Commission certificate renewal guidelines. Update/enter renewed certificate validity dates into CSI database; scan certificate renewal certification application paperwork into individual Doc-e-Scan files.
- Maintain and update individual web page as needed.
- Interpret and monitor Teachers Retirement System of Georgia policies and guidelines for retirees returning to work, maintaining a direct line of communication with TRS Retirement Services personnel. Responsible for annual application and reporting of all System TRS retirees returning to work in a professional, non-certified and/or substitute position. Scan all TRS application/ approval documents into individual Doc-e-Scan files.
- Assist with teacher recruitment sessions on college campuses as scheduled.
- Assist in developing Personnel Recommendation List for Board of Education meeting by adding certified and professional new hires when appropriate. Responsible for correspondence with professional new hires regarding their Board Approval.
- Pursuant to Federal and State laws, generate monthly State of Georgia New Hire Report by uploading System new hire data to the State of Georgia New Hire Reporting Program. Scan monthly reports into Doc-e-Scan HR Archives.
- Independently provide System Policy and Procedure interpretations to 3,000 System employees as requested.
- Provide annual on department's Board Policy/Procedure revisions.
- Assist with annual New Teacher Induction, Teacher Screening Interviews as required.
- Develop plan to achieve Annual Professional Development Goals.
- Complete other related projects and assignments as required by the Chief Human Resources Officer.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: October 29, 2015