

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Program Administrator II – Recruitment/Eligibility Office of Employment – Human Resources Division

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of professional and administrative functions involving public contact and office management duties. Work involves administering, and interpreting and explaining program policies and procedures. Employee is responsible for evaluating and managing data, assessing program goals and objectives, and participating in departmental functions. Reports to the Director, Office of Employment.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives and reviews the applications for all teacher, instructional support, and administrative applicants to the district. Requests credentials such as college transcripts, teacher competency test scores, and educator's licenses from applicants. Reviews credentials to determine the applicants' eligibility for North Carolina educator licensing, when applicable. Also determines classified applicants' eligibility for employment.

Explains North Carolina educator's licensing policies and procedures to applicants, administrators, and support staff. Answers questions concerning licensing procedures for applicants referred to local district from the North Carolina Department of Public Instruction.

Supervises the collection and review of all applicant credentials for substitute and classified applicants to the district. Supervises staff responsible for the collection of and file maintenance of applicant credentials.

Works with applicants to determine the status of their application and identify missing credentials, screening tools, etc. Refers eligible candidates to principals for interviews for school-based vacancies.

Assists with the district's recruitment efforts to increase the volume of qualified applicants to the district. Attend recruitment fairs at local college and universities. Assist with district mini-job fairs during annual recruitment season.

Assists Staffing Specialists in determining license requirements for approved teacher applicants. Acts as a liaison between district teachers and licensed staff and staffing specialists in helping to answer questions concerning license requirements and concerns. Distribute licensure policy updates to staffing specialists when received.

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Administers assigned special, recurring, or regular projects; completes reports as needed.

Prepares correspondence necessary for responding to questions or to solicit information from schools or applicants

ADDITIONAL JOB FUNCTIONS

Conduct monthly licensure information workshops for applicants.

Identify applicants for critical need license areas as needed.

Conduct screening interviews for teacher and administrative applicants as requested.

Talk to student teachers and others concerning licensing policies and procedures and general hiring practices of the district.

Maintain computerized data files of licensed applicants.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Business Administration, Human Resources, or Public Relations and 3 to 5 years of experience in human resource management involving Recruitment or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

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Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of North Carolina teacher licensing policies and procedures.

Considerable knowledge of North Carolina Public School laws and General Statutes.

Ability to use a variety of office machines, including popular computer-driven

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word-processing, spreadsheet and file maintenance programs.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to communicate effectively both orally and in writing.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to establish and maintain effective working relationships with other employees and the general public.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.