

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: MANAGER – EC STAFFING AND CONTRACTED SERVICES EXCEPTIONAL CHILDREN SERVICES**

#### **GENERAL STATEMENT OF JOB**

As assigned by the Executive Director for Special Education Exceptional Children Services, serves as liaison between the Exceptional Children's department, Human Resources, and Finance with regard to the recruiting, screening, and staffing processes. Assists in the development and implementation of and training for staff including teachers, administrators, and others. Assignments also include implementation/compliance of Exceptional Children's laws. Reports to the Executive Director for Special Education, Exceptional Children Services.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Maintains database for contracted services, such as speech-language pathologists, occupational and physical therapists, nursing and others as assigned.

Maintains database of itinerant staff allocations, assignments, transfers, e.t.c.

Audits time sheets for all contracted staff and addresses any inconsistencies with contracted companies and District administration.

Collaborates with Exceptional Children Administration and Exceptional Children Regional coordinators in staffing allotments.

Maintains accurate database for all Exceptional Children staffing allocations, transfers, reductions, full time equivalent projections and other matters related to staffing aligned with student needs.

Assists the Exceptional Children Administration with contract negotiations.

Complete all required forms/processes for nominations of candidates within the Exceptional Children Administrative Office and Regional Coordinator positions.

Creates, monitors and maintains accurate postings for Exceptional Children vacancies within the District. Submits recommendation for hire on behalf of EC department.

Assists Exceptional Children and Human Resources with onboarding procedures for new employees, provide support to new hires in Exceptional Children's department.

## **MANAGER – EC STAFFING AND CONTRACTED SERVICES**

Recruit, screen, interview and refer exceptional children teachers, teacher assistants and other positions as needed to schools and/or offices as needed.

Change position locations, create, and inactivate positions as needed.

Develops, implements Exceptional Children staffing allocation timeline.

Create extended employment agreements; approve extended employment agreements.

Assessing current data collections and compilations for value, completeness, and accuracy, and to determine what other information might be useful to administrators and/or teachers.

Serve as a liaison between Human Resources and Exceptional Children regarding Exceptional Children allotments.

Manage surplus placement process for Exceptional Children employees (licensed and classified).

Screen Exceptional Children applicants for licensure and help build pipeline.

Participate in hiring/recruiting events.

Be first point of contact for Human Resource issues (questions regarding positions, employees, vacancies, etc.).

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor of Accounting, Finance, Human Resources, or related field or any combination of education and experience which provides the required knowledge, skills, and abilities. Special Education administrator experience in a public school setting would be helpful.

### **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, calculators, copiers, facsimile machines, etc. Must be able to exert an eligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

## MANAGER – EC STAFFING AND CONTRACTED SERVICES

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 Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments to subordinates.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principals of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**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 a variety of technical or professional languages including educational and legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; and to determine percentages and decimals.

**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.

**Manual Dexterity:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

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

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

## **MANAGER – EC STAFFING AND CONTRACTED SERVICES**

**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**

Thorough knowledge of policies and procedures as stated in Board and administrative policies and/or procedures including student manuals and handbooks in the school system.

Ability to represent the district in the appropriate courts or administrative hearings, if necessary.

Thorough knowledge of the laws, principles, policies and procedures related to civil rights and due process.

Thorough knowledge of laws related to exceptionalities focusing on children, but also including adults.

Thorough knowledge of school system policies and procedures regarding exceptionalities.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the principles of supervision, organization and administration.  
Skill in scheduling and coordinating large programs.

Skill as a facilitator and presenter.

Ability to develop, interpret, evaluate, clarify, and apply policies and procedures.

Ability to communicate effectively both orally and in writing.

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

Ability to maintain complete and accurate records and to develop meaningful reports from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

## **MANAGER – EC STAFFING AND CONTRACTED SERVICES**

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **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.