

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM ADMINISTRATOR I – STAFFING OPERATIONS HUMAN RESOURCES DIVISION**

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

Under limited supervision, performs professional and paraprofessional administrative and technical duties in the Staffing Operations Office of the Administrative Services Division. Work involves coordinating various processes including, but not limited to coordinating the district's efforts to ensure teachers are "highly qualified", interpreting No Child Left Behind guidelines as they pertain to teacher licensing procedures, serving as the primary Human Resource representative for an assigned group of administrative sites by assisting employees, administrators and the general public with staffing, licensure, and compensation. Employee is also responsible for generating employment contracts and appointment letters for administrative staff, identifying and correcting salary audit exceptions, collecting and recording employee performance evaluations, and providing assistance to Human Resource Specialists and office support personnel in the Staffing Operations Office. Reports to the Director – Staffing Operations.

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

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

Performs essential job functions as stated in the job description for Human Resources Specialist – Staffing for Central Office Locations.

Coordinates the effort to ensure the district is in compliance with federal No Child Left Behind (NCLB) guidelines by generating and reviewing reports to identify licensed staff not yet "highly qualified."

Corresponds with employees regarding their NCLB "highly qualified" status and coordinates efforts with the HOUSSE Coordinator to ensure teachers who are eligible to complete the HOUSSE evaluation process are scheduled for evaluation.

Forwards documentation to the NC Department of Public Instruction (NCDPI) verifying completion of HOUSSE evaluation process.

Resolves salary audit exceptions incurred by the district involving licensure and budget code assignment.

Assists the Director of Staffing with interdepartmental staffing needs. Collects and responds to letters of interest, schedules and conducts interviews, performs assessment and reports recommendations to the Staffing Director for final review.

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Provides interdepartmental orientation with each new employee to assure understanding of departmental policy and procedures, training schedules, etc.

Coordinates the process for collecting and recording employee performance evaluations.

Coordinates contract renewal process for probationary and interim personnel.

Assists with streamlining processes and procedures for the department and communicates those changes to Specialists and Office Support in Staffing Operations.

Prepares administrative contracts and appointment letters for approval by the Board of Education.

Conducts employment meetings for Administrators by securing appropriate employment documentation and applying for licensure if necessary.

Serves as the lead licensure analyst for Specialists. Researches difficult licensure questions with DPI and disseminates responses to the department.

Coordinates the annual update of continuing education credit for licensed employees.

Performs invoice reconciliation for occupational health exams by confirming changes and forwarding bill and purchase orders to Accounts Payable.

Administers salaries in accordance with current guidelines and procedures for new hires, promotions, demotions, and transfers.

Assists supervisory staff and other employees with questions regarding vacant positions and personnel matters.

Attends meetings as necessary for assigned departments.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in human resource management, business administration, public administration or related field and 3 to 5 years experience in personnel-related programs; or any equivalent

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combination of training and experience which provides the required 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. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. 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 and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read correspondence, reports, forms, manuals, etc. Requires the ability to prepare reports, correspondence, forms, etc., 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 written, oral, 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 communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; 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 handle a variety of items such as office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

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**Color Discrimination:** Requires 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.

**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 the staffing process and related personnel policies and procedures.

Considerable knowledge of the current legislature, literature, trends, methods and developments in the area of personnel management.

Considerable knowledge of current federal guidelines regarding the No Child Left Behind legislation.

Considerable knowledge of the HOUSSE (High, Objective, Uniform State Standard of Evaluation) process.

Considerable 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 process for filling vacant positions in the school system.

Considerable knowledge of State licensure requirements for teachers and other licensed positions.

Considerable knowledge of the principles of organization and administration.

Considerable knowledge of Local, State, and Federal funding sources and budget codes.

General knowledge of the school system's recruitment and hiring processes.

General knowledge of State and local salary administration policy and procedures.

Ability to review and evaluate job applicants.

Skill to operate a computer.

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Ability to prepare employee contracts.

Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records and complex files.

Ability to type accurately at a moderate rate.

Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to follow both oral and written instructions.

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.