

**State Job #7463**

**ASSOCIATE DIRECTOR FOR CERTIFIED PERSONNEL**

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**TITLE:** Associate Director for Certified Personnel

**REPORTS TO:** Director of Human Resources

**SUPERVISES:** Administrative assistants

**JOB FUNCTION:** Coordinates and oversees the hiring of certified personnel ensuring qualifications and credentials are met. Provides services for schools and departments, in addition to maintaining records for certified personnel.

**DUTIES AND RESPONSIBILITIES:**

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- Assumes responsibility for the initial screening and review of all correspondence and communications pertaining to applicants and personnel in the designated certified positions and maintains the appropriate applicant and employee files for those positions.
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- Works closely with the Associate Director of Recruitment and Retention to recruit for certified personnel, particularly under represented and critical shortage positions.
- Coordinates and leads the Certified Aspiring Leadership Program, Coordinates duties of Substitute placement and exclusion process
- Coordinates the placement of student teachers and practicum students.
- Facilitates the Volunteer Approval process
- Responsible for the administration of Personnel Policies and Procedures.
- Counsels with the appropriate administrators and/or immediate supervisors in determining staff needs regarding assignments and personnel transactions in the designated certified personnel positions and arranges subsequent interviews for candidates under consideration with appropriate district staff members.

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- Certifies employee classification, salary, and benefits eligibility for the district benefits program and the business office.

**DUTIES AND RESPONSIBILITIES (CONT.):**

- Assures that all required credentials are submitted, all qualifications are met, and all screening/selection procedures are completed by applicants who are to be recommended for employment prior to the effective date of employment and prior to placement of the applicant names on the Agenda for action by the Board of Education.
- Prepares for each Board of Education meeting those personnel changes in the designated certified personnel positions that are to be included in the personnel section of the Board Agenda.
- Certifies/monitors the professional credentials and certification status of teachers and other certified staff members in conjunction with the Human Resource Personnel Specialist.
- Serves on local and state committees as it relates to the position (ie Kentucky Department of Education, Educational Professional Standards Board)
- Supervises and documents the placement and/or changes in status of teachers and other certified staff in accordance with policies and the needs of the district.
- Advises administrators, teachers, and other certified staff on Board policies and procedures regarding Affirmative Action, personnel transfers, leaves of absence, certification, tenure and other conditions of employment.
- Manages employment, assignment, and orientation of new certified staff members.
- Assist in the coordination of New Employee Orientation.
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- Initiates process for determining and posting position vacancies that are to be registered with the Kentucky Department of Education.
- Maintains records and provides reports as may be requested or required, pertaining to personnel in the designated certified positions. This includes assisting the Director of Human Resources in the annual compilation of Affirmative Action information.
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- Responsible for other duties as assigned.
- Maintains regular attendance.

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**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Bachelor's Degree in education
- Educational leadership experience (preferred)
- Must have knowledge of SBDM laws relating to school personnel; management and leadership abilities; ability to work effectively with certified applicants, teachers, administrative staff, and community representatives; ability to plan, organize, and manage large volumes of work efficiently within specified timelines.

**LICENSES AND OTHER REQUIREMENTS:**

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- Educational Leadership certification (preferred)
- Valid Kentucky teacher certification
- PHR or SPHR (preferred)

*Original Date: \_\_\_\_\_*

*Revision Date: 01/1995*

*Revision Date: 07/1996*

*Revision Date: 02/2001*

*Revision Date: 07/2013*

*Revision Date: 08/2015*