

## Job Description

**Job Title:** Coordinator of Elementary Instructional Staffing Services

**Supervisor:** Supervisor of Employment

**Pay Grade:** 40

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for administering policies and procedures involved in the selection, and employment of instructional and support staff. Position ensures that employees are properly licensed in accordance with regulations adopted by the Virginia Department of Education and provides guidance on staffing procedures, licensure, and compliance matters. The position also manages changes related to employee information, pay, and position records; coordinates with Payroll and other HR functions to support the full employee lifecycle. In addition, the coordinator monitors and improves staffing processes to enhance efficiency and the overall candidate and employee experience.

### **Essential Duties**

1. Coordinates the hiring and placement of elementary instructional staff to include teachers, administrators, instructional assistants, tutors, and some support staff.
2. Serves as a consultant and advisor to school principals and other administrators regarding staffing needs, hiring decisions, policies and procedures, and employee relations.
3. Provides information to applicants and maintains a current knowledge of school division facilities and programs, job opportunities, incentives, benefits, compensation and duties/qualifications of jobs.
4. Reviews employment applications and evaluates the work history, education, job skills, and other qualifications of applicants to determine their eligibility for employment.
5. Corresponds with job applicants to notify them of employment consideration.
6. Conducts screening interviews, documents information acquired from the interview, and refers qualified applicants to school principals/administrators for further consideration.
7. Extends employment offers to selected candidates.
8. Interprets the Virginia Department of Education's regulations and school division policies governing teacher licensure for school personnel.
9. Orients and counsels employees on requirements and procedures for Virginia teaching license.
10. Reviews transcripts and evaluates credentials to determine initial teaching license eligibility and eligibility for adding endorsements.
11. Makes public presentations at schools, outside organizations, and job fairs regarding the school system and employment opportunities.
12. Coordinates the transfer/assignment of employees.
13. Initiates the process for changes to employee information, pay, job class, or related records.
14. Coordinates with Payroll, Benefits, Budget, and other HR staff members to ensure smooth onboarding, transfers, and separations.
15. Assists with the leadership and coordination of human resources special events to include new teacher orientation, transfer fairs, job fairs, and the student teacher reception.
16. Works cooperatively with other human resources coordinators, to maintain applicant records and an applicant database.
17. Reviews and improves staffing processes to enhance efficiency and the candidate/employee experience.
18. Ensures that activities performed comply with state and federal employment laws to include EEO, ADA, & FLSA regulations.
19. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties:**

1. Keeps abreast of developments and legislation in the field of human resources.
2. Performs any other related duties as assigned by the Supervisor or other appropriate administrators.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s degree in education, business, human resources, or a related field with some experience in a related human resources position. Must possess knowledge of the principles, practices, and current issues involved with conducting recruitment and staffing initiatives. Knowledge of staffing strategies involving educational positions preferred. Must possess a thorough knowledge of state and federal employment laws to include EEO, ADA, and FLSA regulations. Must possess excellent employment interviewing strategies and techniques. Must possess the ability to conduct employment interviews and effectively evaluate the qualifications of candidates. **Must be willing to travel frequently on recruiting assignments.** Must possess excellent interpersonal and communication skills. Must possess the ability to utilize the business community for developing incentive packages. Must be proficient in Microsoft Word and Access. Must possess the ability to establish and maintain effective working relationships with school administrators, applicants, and the public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds to shoulder height; to bend, stoop, climb stairs, walk and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Employment Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date