

NEW
February 9, 2015



JOB TITLE	CERTIFIED STAFFING CONSULTANT		
DIVISION	OPERATIONS SERVICE		
SALARY SCHEDULE	IV GRADE 8		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR DISTRICT PERSONNEL		
SUPERVISES	NA		

SCOPE OF RESPONSIBILITIES

Provides support, assistance, and advice to systemwide service center and/or school staffs in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides technical assistance to district and school staff related to staffing certified positions

Provides feedback to appropriate district and school staff on implementation of and compliance with policies and standards related to staffing (i.e., contract compliance, budgeted allocations...)

Delivers technical assistance in the design and implementation of workshops and training programs related to staffing

Uses knowledge of teacher certification to recruit and maintain a diverse pool of high quality candidates for certified positions

Gathers and reports data as needed to complete assignments

Provides assistance to principals and other staff in the area of HR practices

Research past and current recruitment and staffing practices, integrates research in all areas of responsibility, submits reports and recommendations as required

Performs other duties as assigned by the designated administrator

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Five (5) years successful teaching experience

Experience in screening, interviewing, and recommending candidates for certified positions

Ability to work successfully with people

DESIRABLE QUALIFICATIONS

Demonstrated in-depth understanding of teacher certification requirements

Demonstrated ability to write distinctly and to organize data

Experience on an instructional leadership team, interview committee, transfer committee, and/or other leadership team