

Anoka-Hennepin Independent School District #11
Job Description

Title: Employee Services Supervisor
Department: Employee Services
Reports to: Director of Employee Services
Prepared Date: January 30, 2006

SUMMARY OF RESPONSIBILITIES

Supervise the processes, data collecting/reporting, and communications supporting recruitment, selection and placement of highly qualified staff, district-wide. Ensure staffing procedures are consistently applied and in compliance with State licensure requirements, No Child Left Behind (NCLB) requirements, other State and Federal Employment Law, District position control allocation, contract language and established District guidelines and criteria for staffing.

DUTIES AND RESPONSIBILITIES:

- Consult with and advise hiring authorities and other administrative staff during the staffing process; assist them in determining the correct staff allocation, licensure requirements for teaching assignments, and number and classification of vacancies.
- Determine and/or verify position openings and approve all posting requests for district personnel.
- Advise hiring authorities concerning applicable contract language, State licensing requirements, and NCLB requirements for highly qualified status.
- Responds to inquiries from employees and applicants regarding staffing processes, interpretation of legal requirements, working agreement restrictions, and district policies and practices.
- Evaluates and communicates staffing implications of budget additions or reductions, changes in student enrollment, development of new programs or initiatives, program reductions, etc. Assures that increases, reductions, realignment or reassignment of district staff are in compliance with working agreement language, law, and District policies
- Liaison with State Licensing Department, assure district compliance with license requirements and supervise process for requesting License Exceptions.
- Coordinate the HOUSSE (high, objective state standard of evaluation) process, as determined by the Minnesota Department of Education.
- Assist Employee Services staff in reviewing applications to ensure licensure, certification or other minimum qualifications are met. Determine whether license exceptions can be applied for, in specific cases.
- Participate in recruitment and marketing efforts for the district, including planning or attending job fairs, preparing and distributing print materials, and assisting in the creation and updating of Employee Services' website information.
- Act as liaison between district and colleges for placement of student teachers.
- Receive, evaluate and disseminate Minnesota Department of Education (MDE) proposed rule changes, or legislative changes affecting licensing of teachers. Communicate impact of changes to relevant staff.

- Reconcile any license or assignment discrepancies noted on the STAR Report from the Minnesota Department of Education.
- Compile data, develop spreadsheets and databases, and create summary documents to ensure and report accurate staffing information.
- Perform other duties and responsibilities as assigned by the Director of Employee Services.

SUPERVISORY RESPONSIBILITIES

Supervises 3 Confidential Employees

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent, plus five years of closely related experience.

Experience in staffing, preferably in an educational setting.

Bachelor's degree preferred.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of laws and statutes related to Human Resources administration.

Skilled in verbal and written communication to/with a diverse audience.

Proficient in the use of Microsoft Access and Excel.

Ability to respond to inquiries or complaints from and effectively present information to administrators, teachers, other District employees, the general public and the School Board.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to read, analyze, and interpret professional articles, financial reports, and legal documents.

Ability to analyze and interpret both abstract and concrete information.

Ability to maintain regular attendance, which includes completing an assigned day.

WORK ENVIRONMENT

Most work performed in an office, but travel to other district and community sites is required.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions when driving to District sites. The noise level in the work environment is usually quiet, but may be noisy, depending on location.