



POSITION DESCRIPTION

JOB TITLE: Staffing Services Coordinator - Certificated Job Class: 1456	
DATE	Office of Human Resources Staffing Services
BARGAINING UNIT: ASC - Exempt	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) The Milwaukee Public Schools (MPS) Staffing Services Coordinators are responsible for recruiting individuals and developing hiring practices that attract an effective and diverse workforce committed to serving the students of the district. Ensures compliance with licensure requirements and communicates with the Wisconsin Department of Public Instruction (DPI).</p>	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Recruits and hires a qualified and diversified staff. Collaborates with other Human Resources personnel to develop and implement a recruitment plan for Milwaukee Public Schools (MPS). Attends recruitment events, both locally and nationally, to meet specific staffing needs of MPS.
2. Ensures that all new hire paperwork is submitted timely and in order for the development of contracts for certificated employees. Tracks applicant and employee status on a database and generates reports as requested.
3. Reviews background checks for all employees and volunteers at MPS. Coordinates medical examinations as required for new hires. Extends probationary periods for classified employees if necessary.
4. Collaborates with other HR staff to plan, implement and evaluate employee orientation and induction programs. Coordinates with mentor program administrators to ensure mentor relationships have been established for initial educators.
5. Performs activities and procedures related to teacher certification including processing Department of Public Instruction (DPI) certification requests. Maintains a close working relationship with the DPI to ensure certification requirements for teachers and/or other staff are met and maintained including new PI 34 requirements and the NCLB Act. Ensures that all licensed positions are compliant with DPI criteria and other lawful requirements.
6. Administers and coordinates employee assignments and reassignments in accordance with the various contractual provisions. Hires appropriate staff for summer school programs.

7. Maintains relationships with central service departments regarding staffing and other personnel issues. Responds to concerns of principals and other staff related to staffing issues. Assists and coordinates in the creation of various professional development programs for MPS employees. Trains employees on HR initiatives as necessary.
8. Advises employees who are under consideration for transfers, promotions, leaves, retirements and layoffs. Counsels employees dealing with difficult circumstances and recommends courses of action.
9. Participates in inter- and intra-departmental staff meetings and conferences on matters relating to the division's area of responsibility. Serves on committees and attends meetings to gather and/or provide information relative to staffing.
10. Assists the Office of Human Resources at grievance or arbitration hearings. Conducts disciplinary and grievance conferences.
11. Collaborates with alternative certification programs and universities for teacher shortage areas and coordinates the hiring and placement of interns and permit teachers in vacancies.
12. Develops HR tracking methods which enable management to collect consistent information about the employee population and to develop strategic initiatives to remain relevant to the overall business strategy
13. Keeps abreast of developments in the profession by reading pertinent literature and publications and by attending professional meetings, workshops, conferences, etc.
14. Actively supports the MPS Strategic Plan and the Office's Human Capital Management Plan.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, Staffing Services.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Supervises itinerant staff; project supervision for clerical staff.

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A master's degree in education or a related field and eligibility to obtain a Wisconsin administrator's license at the appropriate level within two years of appointment.

Experience Requirements

Five to eight years of experience as a teacher or other certificated employee in a K-12 setting and at least one year of experience as an administrator in a school system. Experience in a large, urban district is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communications skills and negotiation and presentation skills are essential. Must be able to work effectively with a diverse group of people and to understand the needs of an urban school environment. Incumbent must be able to manage multiple priorities with differing deadlines. Must be able to maintain confidentiality. Incumbent should be customer focused and flexible. The ability to

identify trends in the labor market related to future recruitment is essential. Must maintain knowledge of all applicable labor and Human Resources laws, including FMLA, FLSA, ADA and other state and federal laws as well as contractual requirements. Incumbent should be able to work in a team environment. Proficiency on a PC, with experience using MS Office software is critical.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Occasional travel to other MPS locations is necessary.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: 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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.