



Job Description

Job Title: Title I School Staffing Administrator

Reports to: Chief Human Resource Officer
Department: Human Resources
Number of Days: 12 Months
Compensation: EL-4
Overtime Status: Exempt
Date Job Revised: May 5, 2009

Position Summary: Work with title schools to increase teacher experience, reduce staff turnover and ensure that teachers meet the highly qualified criteria as defined under NCLB. This position will also work with principals to develop staff recruitment strategies and assist in filling long term absences with highly qualified substitute teachers.

Qualifications/Job Requirements:

Education:

- Masters Degree

Specialized Knowledge, Licenses, etc:

- Certified Administrative

Experience:

- Minimum of five years administrative experience.

Scope of Authority (If Applicable):

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Customer Contacts:

- Internal: Title School Principals, teachers and other school based personnel, central office personnel
- External: Prospective school applicants

Duties and Responsibilities:

- Work with Title School principals to develop recruitment strategies to recruit and retain highly qualified teachers at their school.
- Assist principals at Title Schools in reducing the time that positions are vacant.
- Work with Title School personnel to assess teacher candidates to increase the percent of highly qualified teachers and increase the overall experience level of certified staff.
- Assist Title School staff to increase the number of teachers seeking National Board Certification.
- Assist Title Schools in filling long term absences with highly qualified, certified substitutes.
- Assist in mentoring and identification for first year teachers.
- Provide monthly reports on Title School progress in staff hiring, retention, and time taken to fill vacancy.
- Provide quarterly reports on Title School progress in ensuring the highly qualified status of certified personnel.