

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

**POSITION:** Manager of Certification and Licensure, SEMS/Smart Find Express, HMS, Student Teaching, Field Placements, and Substitutes

**IMMEDIATE SUPERVISOR:** Coordinator of Human Resources or His/Her Designee

**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE

**The employment term for this position is 240 days.**

**SALARY:** Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Schools' Teacher Salary Scale, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated by the Coordinator of Human Resources and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

**JOB SUMMARY:**

**Knowledge of SEMS/Smart Find Express, HMS, and WVEIS is required.**

The position requires the performance of a variety of complex technological skills, communication skills, and data entry knowledge in a departmental location. Keeping current with certification laws according to WV Code and being abreast of any changes is a must. SEMS/Smart Find Express and HMS must be maintained. Keeping up with all changes in with SEMS/Smart Find Express, HMS, or changes in technology that impacts the duties of the job outlined is required. Being able to work in a professional manner with all employees, employee candidates, substitute employees, institutions of higher learning, and the WVDE daily is required. This position has no evaluative or disciplinary responsibility nor does it have use of a secretary.

This is a professional salaried position. Working from home or staying after hours will be required, but only prior to or after your assigned office hours.

**PERFORMANCE RESPONSIBILITIES: Additional Duties may be assigned.**

- Keeps an accurate filing system for all certification and personnel records
- Maintains teacher certification files (working files) and maintains licenses/permits file
- Keeps ample supply of all forms required
- Corresponds with the WVDE certification department
- Corresponds with the WVDE, colleges, and universities, both in and out-of-state, as needed to complete and follow-up on certification forms, transcripts, etc.
- Helps **all** personnel needing assistance in completing certification application forms
- Reviews all certifications upon receipt for any errors that may appear
- Sends a copy of the certificates to the finance office for any salary reclassifications and copies of **ALL** substitute teachers' certificates/permits
- Checks all certification records in early spring in order to notify all teachers who have expiring certificates. Sends letters/emails of notification and forms to those applicable. Continues the follow-up throughout the year. Posts notifications in the teachers' lounges annually
- Prepares the certified list required by the WVDE during the first and second months of the new school year. Requires some interfacing with the finance department
- Attends state meetings when necessary to keep informed of new certification laws and updated on policy changes
- Responsible for maintaining current knowledge and complying with WV laws and regulations as they relate to certification
- Updates WVEIS/HMS position control as changes to personnel occur after **each** Board meeting
- Maintains, updates and administers reports from WVEIS/HMS as required/needed
- Identifies, retrieves and interprets data from WVEIS/HMS for the detection and identification of discrepancies as related to certification
- Keeps all aspects of HMS current, accurate, and up to date
- Follows through or assists in following through on all Jefferson County Board meeting agenda items as they relate to certification and licensure
- Prepare all information on schools and colleges concerning student teachers and student teacher placement within Jefferson County Schools
- Assists with student field placements whenever necessary
- Places all student teachers attempting to fulfill experience requirements for graduation purposes with tenured teachers within Jefferson County Schools
- Assists in preparation of federal reports
- Responsible for the preparation of any Federal, State, or County reports deemed relevant to the job title and/or position
- Maintain and/or monitor updated information in WVEIS/HMS in regard to the certified list

- Help all substitute teachers and coaches with certification and certification issues when necessary
- Maintain **all** substitute teacher and coaches certification, monitoring their files, and preparing substitute and coach recommendations
- Keep up to date with test requirements for certification
- Manages all aspects of tuition reimbursement at federal, state, and county level, especially dealing with, but not limited to, critical need areas
- Maintains all aspects of reimbursements for testing required, especially for, but not limited to, certification in areas deemed critical need
- Maintains confidentiality, unquestionable integrity
- Conducts all substitute job placements daily through the use of the Substitute Employee Management System (SEMS)/Smart Find Express (SFE)
- Maintains records for all SEMS/SFE personnel and track assignments and refusals for each job assigned a SEMS/SFE
- Ability to produce reports dealing with all aspects of employee attendance/absences and the work or lack of work by substitute employees using the SEMS/SFE
- Can produce accurate work with frequent interruptions
- Maintains SEMS/SFE employee profiles annually and tracks adjustments to each SEMS/SFE profile
- Identifies and follows through on unassigned positions daily to include the initiation of phone calls to SEMS/SFE candidates that are listed as available to work
- Establishes and maintains effective at work relationships with all Jefferson County Schools' employees
- Monitors SEMS/SFE for subsequent and consecutive refusals of work, creates packet of containing information about refusals and notifies/informs the Coordinator of Human Resources and his/her designee of such refusals
- Acts as Helpdesk person for all SEMS/SFE inquiries for assistance, training, or generation of the Personal Identification Number (PIN) and its use
- Follows up on all Non-System Identifications of vacancies that need notification of proper procedures and/or training on the use of SEMS/SFE
- Assists HR Coordinator with coordination of service personnel/substitute training and development logistics for JCS
- Assists with the maintenance of the HR filing system
- Responsible for the handling of walk-in traffic, responding to their questions, and serving as a point of contact for such traffic
- Maintains the Seniority Lists for all classifications of service personnel both regular and substitute
- Maintains the Seniority list for all professional employees
- Processes I-9 forms for child support
- Implements all upgrades to SEMS/SFE including integration to web base
- Provides essential personnel, (Principals, Secretaries, Cafeteria Managers, and CFO), on Administrator use of SEMS/ Smart Find Express
- Design, update, and implement new hire information for substitutes and employees

- Works closely with Work Force West Virginia on unemployment claims
- May and will work closely with the Coordinator of Human Resources and his/her designee in tightening up policies pertaining to substitutes, employee absences, and other vacancy and attendance concerns
- Prepares various reports and communication, as directed
- Complies with State Law and County policies and regulations
- Accurately prepares county, state and federal reports from raw data, which includes generating charts and graphs on the computer as necessary
- Multi-task; manage many responsibilities simultaneously
- Enters substitute time worked into SEMS/Smart Find Express so they are paid. This task includes many phone calls with substitutes, schools, and payroll for verification
- Tracks employees who are on leave of absences to ensure the long-term substitutes are entered into SEMS/Smart Find Express for days worked, on the correct calendar, and tagged for easy tracking
- Does the end of the year rollover with finance to ensure calendars are correct and year to year substitutes are entered correctly
- Trains new school personnel on SEMS/Smart Find Express and Finance verifications and interactions
- Consults with Finance on pay for unemployment claims
- Consults with Finance on SEMS/Smart Find Express upgrades and the possible impacts on payroll
- Keeps all aspects of SEMS/SFE current, accurate, and up to date
- Monitors, assists with, files, and maintains all aspects of ECCATS as it pertains to licensure
- Meets professional responsibilities
- Practices **great** public relations on a daily basis
- Will professionally assist all employees who have concerns regarding certification
- All other duties necessary and/or required to perform and maintain this position at the highest level
- All other duties deemed necessary, by the Coordinator of Human Resources, but possibly left out in this job description, that pertains to Certification and Licensure, SEMS/SFE, HMS, Student Teaching, Field Placements, Substitutes, and Coaches
- Other duties as assigned by the Coordinator of Human Resources and/or designee

### **QUALIFICATIONS:**

Bachelor's Degree, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to write accurate reports, business correspondence consistent with the duties of this position
- Ability to effectively present information and respond to questions from administrators, staff, and the general public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability in working effectively with administrators and other staff personnel
- Demonstrated ability as a self starter with little need for constant supervision or direction
- Possess the ability to work professionally and collaboratively in a consulting role, as needed, with all stakeholders
- Possess strong analytical, organizational, and customer service skills
- Demonstrate the ability to work cooperatively and effectively with others, to support the position of the Coordinator of Human Resources, and to work effectively as a member of an educational team
- Experience with the operation of computers and software
- Must have strong communication and interpersonal skills
- Must have ability to learn and utilize new software programs as systems are upgraded, including but not limited to the development and maintenance of database files, spreadsheets and word documents
- Excellent keyboarding skills required with good grammatical spelling and punctuation
- Ability to establish and maintain effective working relationships with staff and the school community
- Ability to speak clearly and concisely both in oral and written communication
- Ability to perform duties in full compliance with county requirements and Board policies

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk, use fingers, tools and/or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will **lift up to 50 pounds** such as to lift files and paper.

**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. The noise level in this work environment is usually quiet to loud (40-90 dB) depending on the assignment of the position. The employee continuously is interacting with the public, students and staff.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*