

## Union Public Schools Job Description

**Job Title:** Director of Certified Professional Standards  
**Department:** Human Resources Department  
**Reports to:** Executive Director of Human Resources

**FLSA Designation:** Exempt

**SUMMARY:** Under the direction of the Executive Director of Human Resources, administers programs and performs duties related to certified professional standards, including evaluation processes, disciplinary processes, grievance/complaint processes, and any communications and training necessary for these programs. Duties will include planning, development, implementation, maintenance, and execution of duties for programs assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

In all areas below, employee works under the supervision of the Executive Director of Human Resources, seeking input and direction for areas of responsibility as follows:

- Implements, develops, maintains and is responsible for the overall administration of the certified evaluation process (with initial responsibility for bringing up the new evaluation system and rolling the system out to users).
- Implements, develops, maintains and is responsible for the overall administration of the administrator evaluation process (with initial responsibility for bringing up the new evaluation system and rolling the system out to users).
- Trains administrators and others regarding the certified and administrator evaluation process and answers questions regarding the certified and administrator evaluation process.
- Communicates with the respective providers/vendors of the certified and administrator evaluation instruments as necessary to resolve issues, answer questions/concerns, and for other business purposes.
- Tracks specific consequences of individual teacher and administrator scores on evaluations as required by the TLE law/regulations.
- Tracks certified evaluations for career teacher status as per the TLE laws/regulations.
- Tracks district requirements and deadlines, as well as all legal requirements and deadlines, for all components of the certified and administrator evaluation processes.
- Sends to administrators and others any appropriate reminders, follow-up notifications and other communications regarding certified/administrator evaluation processes and related components, deadlines and other specific compliance areas.
- Drafts (and/or assists administrators in drafting) and delivers (and/or assists the Executive Director and/or administrators in delivering) memorandums of understanding, admonishments, and plans of improvements for certified personnel.
- Trains assistance team members for response to certified plans of improvements.
- Assists in developing other remedial tools to be utilized for certified employees on plans of improvements.
- Conducts investigations (with direction from and assistance of Executive Director of Human Resources) related to complaints of harassment and/or discrimination involving certified employees and for allegations of misconduct involving certified employees.
- Compiles investigative material and prepares investigative summaries of investigations for review by the Executive Director of Human Resources.
- Drafts responses to inquiries, complaints, allegations, grievances and/or issues related to certified employees.

- Stays current with laws and district policies affecting certified employee evaluations and certified employee discipline.
- Acts (in conjunction with the Executive Director of Human Resources) as a consulting resource for administrators seeking advice regarding disciplinary steps regarding certified employees.
- Researches and resolves teacher certification issues for compliance with State Department of Education certification requirements.
- Tracks expiring teacher certifications and sends appropriate reminders to certified employees (teachers and administrators) to assure the Human Resources Department has appropriate, current certification for all certified employees.
- Coordinates with others regarding certification issues related to accreditation, grant funding, State personnel report, and for other compliance purposes.
- Coordinates, supervises and administers testing for clerical applicants and for other testing groups of applicants as may be determined by the District in the future.
- Develops reports, spreadsheets, graphs, PowerPoint presentations, memorandums, and/or surveys as requested by the Executive Director.
- Maintains appropriate data in Munis software system and/or other software systems and also maintains data by utilizing spreadsheets, Word documents, and other business tools.
- Facilitates legal payment of vendor invoices that may fall under employee's area of responsibility.
- Works cooperatively with all levels of the organization.
- Maintains consistent work hours as per the required work schedule and maintains consistent and punctual attendance.
- Performs other duties as assigned by the Executive Director of Human Resources.

**SUPERVISORY RESPONSIBILITIES:** Position has no direct reports. May oversee clerical tasks performed by Human Resources staff.

**QUALIFICATIONS REQUIREMENTS:** *To perform this job successfully, and 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.*

**EDUCATION and/or EXPERIENCE:** Bachelor's required; Master's degree preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None required. HR certification and/or Oklahoma teacher or administrator certification preferred.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write memorandums and disciplinary documents that conform to prescribed style and format. Ability to effectively present information to top management, administrators, employee groups, public groups, and/or Board of Education.

**MATHEMATICAL SKILLS:** Ability to apply mathematical concepts for analyzing and reporting business-related data.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written and/or oral instructions. Ability to define problems, collect data, establish facts, and draw

valid conclusions. Ability to interpret an extensive variety of technical instructions in written, mathematical or diagram form and to deal with several abstract and concrete variables.

**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. 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 frequently required to sit and will periodically stand and walk. Employee will frequently use a computer and may occasionally reach overhead. Employee will occasionally lift files, notebooks and other related items. Employee will communicate verbally in training and presentation settings, and must have the ability to respond to questions.

**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 the work environment is usually quiet.