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| Job Title: | Temporary Administrator | Wage/Hour Status: | Non-Exempt |
| Reports to: | Executive Director Talent Acquisition and Personnel Administration | Pay Grade: | 108 |
| Dept/School: | Human Resources | Date Revised: | November 18, 2024 |

Primary Purpose

Select instructional and support personnel able to meet the goals and standards of the District. Direct and manage the District recruitment program to ensure the recruitment of qualified personnel. Manage the District application and screening processes and ensure that the District is represented as a competitive and viable employer.

Qualifications**Education/Certification**

Master's Degree

Valid Texas Principal or Mid-Management Certificate

Special Knowledge/Skills

- Knowledge of the selection, training, and supervision of personnel
- Knowledge of wages and salary, benefits, and employee communications programs
- Knowledge of school employment laws and hearing procedures
- Ability to interpret policy, procedures, and data
- Ability to manage budget and personnel
- Ability to utilize technology and applicable software
- Strong communication, public relations, and interpersonal skills

Experience

Five (5) years administrative experience requiring supervision of teachers

Major Responsibilities and Duties**Instructional and Program Management**

1. Coordinate the recruitment, selection, placement, and training of staff to support the instructional programs on District campuses.
2. Ensure that instructional personnel are assigned to positions for which they are certified.
3. Monitor teacher schedules to ensure appropriate instructional class size.
4. Participate in staff development orientation for new teachers.
5. Assist the Staff Development Department in presenting programs on personnel interviewing processes.
6. Confer with principals to ensure staff assignments promote a positive organizational climate.
7. Assist principals in the selection of personnel to ensure the success of school improvement goals.
8. Communicate the mission of the district to prospective employees and to community representatives.
9. Research legislative mandates pertaining to personnel responsibilities and requirements.
10. Monitor and support the automated substitute system.

Personnel Management

11. Confer with the appropriate administration to approve all campus organizations.
12. Confer with principals and department heads regarding vacancies, personnel matters, and interpretation of personnel policies.
13. Use effective methods in recruitment, screening, selection, and assignment of personnel.
14. Maintain accurate records and files relating to personnel assignments.
15. Assist with personnel reports.
16. Serve on screening and interview committees for promotional positions.

17. Coordinate staffing and budget reviews for the next school year.
18. Confer with and counsels' employees regarding their assignments and performances.
19. Consider all requests for changes in assignments and processes transfers and reassignments.
20. Ensure compliance with Civil Rights Laws regarding employment opportunity.

Recruitment

21. Research, assist and coordinate teacher recruitment opportunities.
22. Work cooperatively with principals and staff to select personnel for all campus assignments.
23. Assist with screenings and interviews to create a teacher applicant pool for certified positions.
24. Organize recruiting trips for the district and participate in recruiting opportunities at job fairs and universities.
25. Develop and maintain recruiting materials and displays.
26. Coordinate the assignment of student teachers and staff from local and out-of-state educator preparation programs.
27. Develop and maintain active liaison with college, university career, teacher preparation officials and placement offices, Regional Education Service Center staff, professional associations, and other recruiting resource organizations.
28. Plan and coordinate the annual district teacher job/ transfer fair.
29. Work closely with the district Certification Coordinators to ensure all instructional staff is certified by the state and meet the highly qualified standards as per "No Child Left Behind" (NCLB).
30. Coordinate recruiting efforts for Human Resources personnel at local, state, and regional teacher job fairs.

Employment

31. Direct the employment application and screening process.
32. Assist principals and staff on the use of the district on-line application process.
33. Support campus and district administration in the development and revision of job descriptions.
34. Manage the employee transfer process for campus personnel.
35. Assist Staff Development with the New Teacher Summer Academy (NTSA).

Other

36. Assist with compiling and reporting projections of staff and facility needs.
37. Ensure campus staff time worked is charged to the appropriate funding sources.
38. Comply with policies established by federal and state law, State Board of Education rule, and local Board policy.
39. Remain current in all aspects in the education personnel field.
40. Coordinate with Employee Relations with the annual update of the Employee Handbook.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent district state and out-of-state travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230-2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.