

Educational Service Center of Medina County

Job Description

Title: Personnel Department Supervisor

Reports To: Superintendent/or Designee

Supervises: Personnel and reception secretarial staff

FLSA Status: NON-EXEMPT

Duties and Responsibilities:

Qualifications:

- Holds a high school diploma or equivalent. Bachelor's Degree in Human Resources, education, or related field preferred.
- Demonstrates high degree of knowledge of office skills including: business English, typing, word processing, math, filing, and receptionist.
- Demonstrates the ability to manage, lead, and work cooperatively with the public, employees, and client/business associates.
- Demonstrates the ability to organize work independently.
- Demonstrates the ability to work well with and do presentations to administrators, teachers, and the public.
- Demonstrates a sincere desire to aid all staff members and the community.
- Demonstrates and maintains good health, high moral character, and a good attendance record.
- Has at least five years of experience as a secretary.
- Possesses a valid Ohio driver's license.
- Completes documented evidence of a clear criminal record.

Description: Coordinates the management of the Substitute Teacher Operations, supervises the personnel and reception secretarial staff, and handles projects and correspondence originating in the office.

Key Functions:

Ethical and Professional Attributes and Behaviors

Representative Elements:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school, nonpublic school, or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that is professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from administrators.

Vision, Continuous Improvement, and Focus of Work:

Representative Elements:

1. Participates in the formation and implementation of the Service Center's strategic planning process.
2. Attends Governing Board meetings and prepares such reports for the meetings as requested.
3. Service upon assignment by the Superintendent as a resource person to Medina County school districts.
4. Works cooperatively with the Superintendent and the Treasurer in investigating and securing alternative funding sources for the Service Center.
5. Serves as a liaison to all school districts, ESCs, and NCSSA partners regarding substitute services issues.
6. Assists in the recruiting, interviewing, and orientation of new ESC employees.
7. Manages all online functions for substitute teacher operations

Essential Functions:

1. Assists in the general administrative duties of the Personnel Department.
2. Coordinates the operation of the Reception/Personnel Office assigning tasks to staff as appropriate including but not limited to the processing of new employees and substitute teachers, substitute teacher interviews, annual renewals for substitute teachers, staff evaluations, background checks, identification badges, etc.
3. Responsible for all data input related to the implementation and management of substitute services locally and with NCSSA.
4. Responsible for day-to-day substitute placement for participating local districts and ESC departments.
5. Supervises intake, training, annual renewals and compliance with federal, state, and local requirements for NCSSA and local substitute teachers.
6. Manages the application software and the interview process for substitute teacher applicants.
7. Manages the online training software for employees and substitute teachers.
8. Represents NCSSA at meetings with potential clients as required.
9. Participates in configuration meetings with and data collection from new client districts to support the set up and implementation of new Frontline (Aesop) systems or adjustments to existing systems
10. Supervises intake, training, and vetting of substitutes transferring to NCSSA employment with new client districts
11. Assists with training of administrators, secretaries, staff members in new client districts
12. Provides on-site assistance with Frontline (Aesop) management in client districts as requested
13. Assists with the design and conduct of “train-the-trainer” programs to facilitate the implementation of NCSSA Substitute Services in geographically remote areas
14. Provides on-site assistance as needed in geographically remote districts/ESCs.
15. Assists with developing agendas for and participates in meetings of the NCSSA partners quarterly or as needed
16. Stays abreast of new methods/technologies that may enhance the substitute services program.
17. Communicates with the software provider to ensure that he/she is utilizing the most current programming available and that client school districts are receiving the most up-to-date, comprehensive service at the most reasonable rate.
18. Seeks out appropriate resources to meet the needs of both staff and administration.
19. Serves upon assignment as a resource person to any and all Medina County school districts.
20. Assumes scheduling, coordinating, budget development, and clerical functions as assigned.
21. Attends meetings and implements special projects as assigned.
22. Develops and distributes appropriate recruiting and informational publications.
23. Manages the operational aspects of the Local Professional Development Committee.
24. Assists with job postings and candidate searches as requested by the Superintendent or his/her designee.
25. Prepares and reviews reports as assigned.

26. Reports regularly to the Superintendent/Deputy Superintendent on any developments or problems within the NCSSA/Medina County client districts coming to his/her attention and requiring awareness or action.

Secretarial Responsibilities:

1. Operates all office equipment, including computer, copier, fax machine, and scanner.
2. Creates documents and reports using advanced online programs and techniques.
3. Learns new technology hardware and software quickly and operates such with a high degree of efficiency and creativity.
4. Maintains respect at all times for confidential information.
5. Handles written communications.
6. Maintains a comprehensive system of filing and recordkeeping.
7. Acts as receptionist (answering telephone and greeting visitors) when necessary.
8. Arranges conferences and meetings for the Director of Personnel/Coordinator of Substitute Teacher Operations.
9. Maintains the website for Personnel.

Other Duties and Responsibilities:

Performs other secretarial/administrative duties as assigned.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: January 28, 2019