

United States Jobs Expertini®

IMMEDIATE: Long-Term Substitute Teacher, Special Education (Learning Center), Darnestown ES, Part-Time

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Company: mcps

Location: Gaithersburg

Category: other-general

Description:

SUMMARY DESCRIPTION:

Under direction performs a variety of professional duties required to plan, organize, and manage the recruitment, processing, training, placement, and separation of short term teacher substitutes (STS), part time employees and applicants wanting to become substitute classroom teachers or Home and Hospital Teaching (HHT) substitutes. Ensures programs, procedures, and/or practices are in accordance with applicable laws and regulations of the Maryland State Department of Education (MSDE);Ensures substitute personnel data base is current and accurate; monitors and maintains a computerized Substitute Employee Management System (SEMS); schedules and conducts orientation sessions for new teacher substitutes and support staff.Meets with school faculties and other employee groups to review substitute assignment procedures and SEMS and resolve substitute assignment issues.

CERTIFICATE LICENSE:

None

Qualifications:

KNOWLEDGE, SKILLS, and ABILITIES:

Considerable knowledge of personnel policies, procedures and regulations, particularly those related to the assignment of substitute teachers. Considerable knowledge and use of

typical PC hardware and software applications such as desk/laptop computer, promethean board, overhead projector, fax machine, and copy machine, MS Office products, Filemaker, TRON, MS Office, Fortis, SEMS, HRIS, ATS and HRO or similar products. Knowledge of the philosophy, theories, goals, procedures, and activities required to manage a public school substitute employment program; Knowledge of office management principles and practices and unemployment hearing procedures. Ability to lead and train others. Ability to quickly analyze problems and make on-the-spot decisions effecting substitute assignments. Excellent communications skills needed to clearly communicate rules and procedures and to defuse emotionally charged calls and inquiries. Strong organizational and record keeping skills. Knowledge of the seven core competencies of the Supporting Services Professional Growth System (SSPGS).

EDUCATION, TRAINING, and EXPERIENCE:

Associates degree required Bachelors Degree preferred. Completion of college coursework in human resource practices, business and/or related courses preferred. Teaching experience preferred, but not required. Minimum five years of progressively more responsible Human Resource (HR) experience, three of which shall have been in administrative support in human resources staffing or central office setting preferred. Experience using HR software programs such as SEMS, Unicenter help desk tickets, or similar software desirable. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

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