

JOB DESCRIPTION

POSITION TITLE: Leadership Management Specialist	JOB CODE: 473P
DIVISION: Human Resources	SALARY SCHEDULE: Professional/Supervisory Salary
DEPARTMENT: Leadership Management	WORKDAYS: 238
REPORTS TO: Director, Leadership Management	PAY GRADE: NK09
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages, under the leadership of the Director, Leadership Management, the operation of Leadership Management and coordinates the employment activities and employee relations for administrators.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency (2 years similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor's degree requirement; however, the work experience years used to qualify for the bachelor's degree requirement cannot be used to meet the work requirement
2.	Certification/License Required: None
3.	Experience: 5 years of specialized work experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; Leadership; planning; public relations; organization; strong Microsoft Office skills with proficiency in Excel, Sharepoint and Forms

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manages all administrative employment activities including recruitment, employment, and on-boarding of local school and central office administrators.
3.	Assists with developing the policies and procedures for administrator career pathing; conducts research; creates and maintains databases to assist with proactive planning for succession management; prepares reports and presentations to support HR and District information needs.
4.	Creates and runs queries to identify new applicants; conducts screening to determine appropriate applicant status within the Hire Enterprise System; qualifies and refers candidates for administrative vacancies.
5.	Coordinates administrative appointments by obtaining approval of Administrative Employee Action Forms and preparation of board packets, and relevant documents, checking references, and verifying certification; uses Hire Enterprise and MUNIS to enter and retrieve applicant and employee information; uses the electronic on-boarding process for administrative new hires and assignment of contracts.
6.	Provides excellent customer service to applicants, both internal and external, by providing information regarding the leadership selection process and by assisting with the completion of administrative applications.
7.	Retrieves personnel requisitions and creates administrative position postings via Hire Enterprise and advertises both locally and nationally as needed.
8.	Assists in the principal hiring process working collaboratively with the School Leadership Division to advertise, screen, and refer qualified applicants.
9.	Works with the Communications Division and Human Resources Support Services to maintain accurate and current information related to the Leadership Management Office website and Hire Enterprise administrative application.
10.	Maintains accurate and relevant information, documents and files on the district's intranet Sharepoint page.

11.	Works collaboratively with the Director, Leadership Management to facilitate the advertising, application and selection process for district Leadership Academies and College/University Educational Leadership Degree cohorts.
12.	Serves as liaison for the Administrative Critical Need (CN) process including maintaining contact information of CCSD retirees, corresponding with Area Assistant Superintendents, principals and retirees to coordinate and schedule work days, process the final approved CN form and ensuring the proper reporting forms are submitted.
13.	Develops and maintains various databases and spreadsheets with relevant information to maintain operation of the department and to assist other departments as appropriate.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____