



REVISED:  
07/01/2015

JOB TITLE:	CERTIFIED STAFFING CONSULTANT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4186
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides support, assistance, and advice to systemwide service center and/or school staffs in the area of assignment.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides technical assistance to district and school staff related to staffing certified positions
- Provides feedback to appropriate district and school staff on implementation of and compliance with policies and standards related to staffing (i.e., contract compliance, budgeted allocations...)
- Delivers technical assistance in the design and implementation of workshops and training programs related to staffing
- Uses knowledge of teacher certification to recruit and maintain a diverse pool of high quality candidates for certified positions
- Gathers and reports data as needed to complete assignments
- Provides assistance to principals and other staff in the area of HR practices
- Research past and current recruitment and staffing practices, integrates research in all areas of responsibility, submits reports and recommendations as required
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

- Master's degree with valid Kentucky Teaching Certificate
- Five (5) years successful teaching experience
- Experience in screening, interviewing, and recommending candidates for certified positions
- Ability to work successfully with people
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Demonstrated In-Depth Understanding Of Teacher Certification Requirements
- Demonstrated Ability To Write Distinctly And To Organize Data
- Experience On An Instructional Leadership Team, Interview Committee, Transfer Committee, And/Or Other Leadership Team