



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified 8/18/2023

Coordinator, HRTD (Substitute Management)

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Human Resources

Primary Location: Administration Building

Department Overview

The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Title IX, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview

The HRTD Coordinator for Substitute Management coordinates substitute recruitment and staffing programs and services; and facilitates the day-to-day operations for substitute management; and manages Sub-Central operations to meet LCPS's need to identify, attract, engage and retain a successful substitute staffing pool.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Coordinates substitute employment activities, programs and operations
- Recommends and implements substitute recruitment and retention plans and strategies
- Plans and facilitates training for school-based administrators and central office staff to support competency, quality and consistency in substitute employment processes and procedures; and enhance the substitute experience across the division
- Collaborates with HRTD teams in the management and coordination of the substitute staff employment lifecycle
- Provides guidance and consultation to stakeholders regarding the substitute program
- Develops and maintains substitute employment informational, marketing, onboarding and training materials
- Provides HRTD policy recommendations related to substitute employment
- Collaborates with principals, HRTD coordinators, and relevant hiring managers in other LCPS departments to ensure adequate coverage of licensed, non-licensed, and administrative staff
- Coordinates the substitute hiring process to ensure a timely operation; recommends strategies to increase the substitute applicant pool for any area in which supply appears to be problematic
- Facilitates coordination between substitutes, school-based administrators, HRTD and Payroll
- Collects, reviews, analyzes and provides substitute data and proposes solutions to any problematic areas
- Provides training to Sub-Central staff, principals, other SmartFind Express users, and substitutes; creates and maintains web-based and other documents related to the substitute management process

- Provides advice, analysis and assistance in the review and resolution of employee relations issues associated with substitutes

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Human Resources, School Administration or related field

Experience

Five (5) years of experience in human resources, school administration and/or education

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of human resources policies, principles, practices and trends
- Knowledge of public school and substitute administration policies, principles, practices and trends
- Ability to communicate effectively, both orally and in writing
- Ability to work effectively with central and school-based leaders and staff
- Ability to analyze and evaluate human resources operations and business processes; and develop and implement improvements and efficiencies
- Ability to work successfully in a fast-paced, high volume work environment
- Proficiency in the use of human resources information systems
- Proficiency in the use of personal computers and related hardware and software
- Proficiency in the use of the Microsoft Office suite of products
- Proficiency in the use of human resources information systems, etc.

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.