



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified 3/28/2023

Licensure Specialist

Pay Scale: B

Level: 11

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

This is a classified position and is a customer service oriented, forward-facing position supporting the recruitment function within the Department of Human Resources and talent Development. An employee in this position provides operational support to the recruitment team by performing a variety of routine to varied recruiting tasks, requiring general office skills. Assignments typically consist of data entry and routine database maintenance related to job postings and applicant files within the applicant tracking system. Individuals in this role also respond to requests for information via telephone, email, or in-person visits, prepare materials for job fairs and other recruitment events and upload or scan applicant/employment related documents. Individuals in this position take direction from members of the recruitment team on overall assignments and, in following through on that direction, plan for and complete their own daily tasks, provide updates on work status, and use independent judgement and training to take appropriate actions to deal with standard recurring situations.

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.

- Maintains up-to-date license information; processes license renewals; collects transcripts; prepares correspondence to transmit or verify information
- Reviews all licensed applications and assigns appropriate endorsement areas; maintains records of new hires; initiates payroll processing based on educational levels; checks and verifies documents needed for licensure; and prepares correspondence to appropriate state offices
- Responds to inquiries regarding licensure requirements; answers questions and provide guidance regarding the licensure program; reads, interprets, and explains records and procedures; and maintains accurate records
- Researches file(s) and confers with appropriate personnel regarding course applicability; processes requests for license endorsement evaluations, license type changes (e.g., adding degrees or endorsements), and license name changes
- Initiates telephone inquiries to state licensure authorities; attempts to resolve questionable licensure problems.
- Reviews for compliance and processes approved salary lane changes

Qualifications

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

Education

High School Diploma or GED; Bachelor's Degree

Experience

Minimum of three (3) years of experience in human resources functions of instructional certifications; or experience in the education sector

Licenses and Certifications

Knowledge, Skills and Abilities

- Excellent human relations, organizational, and communication skills
- Ability to handle a high volume of workload, work efficiently, and maintain accurate records
- Knowledge of school system operations including licensure processes
- Ability to acquire and apply knowledge of state licensure requirement, which includes rules, regulations, policies, and procedures
- Ability to evaluate information, maintain confidentiality, communicate with people from a wide variety of backgrounds
- Ability to operate office equipment such as a personal computer, copy, scanner, and printer
- Proficient in Microsoft Office (Word, Outlook, Excel, Access, PowerPoint, 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.