Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/17/2023

Supervisor, HRTD (Substitute Management)

Pay Scale: B
Level: 23
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 Supervisor of Substitute Management employs an innovative approach to substitute recruitment and staffing by identifying, developing and implementing programs and services that meet LCPS's need to identify, attract, engage and retain a successful substitute staffing pool. The Supervisor is key to LCPS's efforts to most effectively facilitate the day-to-day operations and strategic planning for substitute management.

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.

- Plans, manages, and coordinates substitute employment activities, programs and operations
- Develops and implements substitute recruitment and retention plans and strategies
- Identifies, analyzes and interprets issues, trends and patterns impacting current and projected substitute candidate pools and communicates key insights
- Develops and implements 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
- Supervises and collaborates with HRTD teams in the management and coordination of the substitute staff employment lifecycle
- Presents and provides guidance, leadership, and consultation to stakeholders regarding the substitute program
- Ensures accuracy, currency and clarity of substitute employment informational, marketing, orientation and training materials
- Provides recommendations and advice related to HRTD policy and budget development
- Manages risk and matters of compliance related to laws and policies impacting areas of responsibility
- Provides training and development and manages and evaluates performance of assigned staff
- Collaborates and maintains working relationships with school-based, departmental and community
- partners to fulfill the mission and goals of the department

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, Business Administration or related field

Experience
Six (6) years of experience in human resources, school administration; or a related field

Licenses and Certifications

Knowledge, Skills and Abilities
- Ability to communicate effectively, both orally and in writing
- Ability to model behavior of high integrity, professionalism, and customer-focus
- Ability to work effectively with school personnel and members of the community
- Ability to analyze and evaluate human resources operations and business processes; and develop and implement improvements and efficiencies
- Knowledge of human resources policies, principles, practices and trends
- 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

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.