

**Shelby County Schools
Position Description
Human Resources
Technology Support Specialist**

Minimum Qualifications and Training

- Master's Degree (Computer Science/ Engineering Technology or related field; Education and Administration certification preferred)
- A minimum of three (3) years of supervisory experience preferred.
- A minimum of five (5) years experience in the area of technological application/implementation preferably in an educational setting
- Proficient in developing and managing various computer applications including web-based application/professional development systems, data bases, spreadsheets, and word processing
- Ability to conceptualize, launch, and manage multiple projects to meet Human Resources departmental needs on time and within budget
- Skill in identifying and evaluating new technological developments and gauging their appropriateness for utilization by Human Resources
- Knowledge of all Education Codes, particularly those pertaining to school personnel preferred
- Knowledge of licensure and highly qualified requirements for educational personnel preferred
- Ability to establish and maintain cooperative-working relationships with those contacted in the course of work at all levels
- Excellent oral and written communication skills
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Goals: Develop, implement, and manage technology systems that support maintaining a high degree of customer service, professional excellence, and diversity in teacher recruitment, selection, and retention which will directly impact the educational goals of Shelby County Schools. Provides leadership for customer solutions and employee relations.

Responsibilities:

- Develops, implements, and manages all Human Resources technological processes to include web based employment application systems, web based substitute teacher finder system, web based professional development systems, data bases, spread sheets, etc.
- Implements Human Resources technologies that are integrated and customer friendly in a manner that efficiently identifies prospective applicants.
- Collects and maintains Human Resources statistical information.

- Assists appropriate Human Resources personnel with completing required reports in a timely and efficient manner.
- Assists with management of TASL licensure requirements and course evaluations.
- Assists with management of employment actions to include recruitment, interviewing, and placement for all employees when appropriate
- Assists in determining staff requirements for personnel in various schools and departments.
- Assists in the tracking of employee evaluations by maintaining rosters for evaluations.
- Assists with management of alternative licensure program by maintaining accurate data bases of licensure progression.
- Presents oral and written presentations to school staff and external groups.
- Assists principals, administrators, managers, and other supervisory personnel with employee issues when appropriate.
- Responds to internal and external personnel requests when appropriate.
- Assists with Identifying budgetary needs and complies with budgetary constraints for Human Resources.
- Maintains confidentiality regarding sensitive employee issues.
- Performs other duties as needed or requested by the Assistant Superintendent of Human Resources or the Director of Human Resources.

The Human Resources Technology Support Specialist maintains a forty-hour (40) workweek and works additional hours as required to carry out all of the duties and responsibilities of the position. This is a twelve (12) month position.