

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>COORDINATOR OF RETENTION</b>
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**Required Qualifications:**

- Bachelor's Degree in Education or Business; Or in lieu of the degree requirement, a high school diploma and five (5) years of progressively responsible FLDOE Certification criterion/eligibility experience
- Minimum of 5 years working in a school district Human Resources Department
- Experience with Employee Management Software
- Excellent oral and written communication skills
- Valid Florida Driver's License

**Desired Qualifications:**

- Knowledge of Florida Statutes, School Board Policies, and human resource procedures
- Computer skills
- Master's Degree in Educational Leadership or Business
- Previous supervisory experience

**Performance Responsibilities:**

- Evaluate Instructional Staff Statement of Status of Eligibility (SOE)
- Determine Appropriate Placement of Supervising Teacher according to SOE evaluations
- Oversee the Teacher Certification and the Alternative Certification Programs
- Serve as a liaison between Human Resources and Professional Development to develop individualized check lists and timelines for satisfaction of employee Statement of Status of Eligibility issued by the FLDOE
- Collaborate with district- and school-based administrators to identify areas of need related to teacher certification to provide recommended plans for retention
- Review Alternative Certification Supervising Teacher Logs
- Conduct Progress Meetings to monitor Supervising Teachers and Alternative Certification employees
- Establish Criterion and Monitor Alternative Certification Stipends; Submit for Authorization of Payment
- Supervise and evaluate the Lead Certification & Data Specialist and Employee Data & Certification Specialist
- Assist in Performing the planning, development, and administrative functions of the human resources department
- Collaborate and assist with the reappointment process
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action

- Keep the Supervisor of Human Resources and/or Director of Human Resources abreast of all ongoing situations, programs, changes, and practices in the areas of assigned responsibility.
- Sustain focus and attention to detail.
- Perform other duties as assigned by the Supervisor of Human Resources and/or Director of Human Resources

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports Directly to the Supervisor of Human Resources and/or designee

**Evaluation:**

Annual evaluation done by the Supervisor of Human Resources and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

**Job Code:**

77321

Board Approved: 06/27/23