



Diana L. Mitchell, Ed. D.
Superintendent of Schools

THE BOARD OF EDUCATION OF DORCHESTER COUNTY

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ASSISTANT HUMAN RESOURCES ADMINISTRATOR

[Dorchester County Public Schools](#) is currently accepting applications for the position of Assistant Human Resources Administrator. This position serves as the second in charge of the Office of Human Resources and manages the daily operation of the Human Resources office. This is a twelve (12) month administrative position. The successful candidate will demonstrate principled leadership and decision making while assuming this leadership role.

DUTIES:

- Assists Human Resources Administrator in all HR functions;
- Manages daily operations of the Human Resources Office;
- Assists Human Resources Administrator with personnel data collection and submission to meet state and federal reporting requirements;
- Counsels prospective teachers and employees in individual conferences;
- Assists Human Resources Administrator with recruiting opportunities;
- Conducts recruitment of new hire candidates, interviewing, candidate recommendations, fingerprinting, and new hire onboarding process;
- Oversees substitute teacher and substitute support staff program;
- Supervises the administration of the substitute calling system (Aesop);
- Administers the on-line employment application system;
- Serves as the State of Maryland Retirement Coordinator;
- Serves as the Teacher of the Year Program Coordinator;
- Coordinates employee relations programs including Employee Service Awards and Retirement and Teacher of the Year;
- Coordinates Pre-Retirement seminar annually in conjunction with the State of Maryland Retirement Agency;
- Perform other duties as assigned.

QUALIFICATIONS & ADDITIONAL SKILLS:

- Bachelor's degree in Human Resources, Education, or related field;
- Master's degree in Human Resources, Education, or related field preferred;
- SHRM certification preferred;
- Experience in human resources, school administration, or related field;
- Ability to handle high volume workloads in a fast paced office environment;
- Ability to plan, organize, and effectively present ideas and concepts to groups;
- Ability to communicate effectively, orally and in writing;
- Knowledge of applicable State and Federal employment and wage laws;
- Ability to motivate and work with people;
- Excellent written, technical and verbal communication skills;
- Ability to meet deadlines;
- Adhere to all confidentiality protocols;

- Ability to work effectively with administrators, colleagues, staff, and community.

SALARY: Salary based on the Memorandum of Understanding Between The Board of Education of Dorchester County and The Dorchester County Administrators and Supervisors 12 Month Manager salary lane, A-S II (7.5 hour duty day) salary scale. The current minimum salary is: \$70,971. This is a twelve (12) month, full-time benefited position.

PROCEDURE: Online employment application available at www.dcpsmd.org
Click [Employment](#)
(<https://recruitment.spihost.com/dor/Recruitment/Web/AM/External/WebPostingList.aspx?sort=PositionTypeDesc>) to apply. Current DCPS employees are also required to submit an application online via the [EAC](#)
(<https://eac.spihost.net/DOR/EAC51/Login.aspx>).

CONTACT: Mr. Jeffrey S. Grafton
Human Resources Administrator
Dorchester County Board of Education
700 Glasgow Street
Cambridge, MD 21613

DEADLINE: Applications received by **11:59 p.m.** on **August 5, 2018** will be considered for the initial interviews and will be given first consideration. Applications will continue to be accepted until the position is filled.

The Board of Education reserves the right to reject any or all applicants, re-advertise and / or withdraw the position.

The Board of Education of Dorchester County does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, age, sex, national origin, religion, disability, sexual orientation or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request. The information in this announcement is available in alternative formats upon request. Concerns regarding the above are directed to Beth M. Wilson, Director of Operations, Dorchester County Public Schools, 700 Glasgow Street, Cambridge, Maryland, 21613, or by phone at 410-228-4747, extension 1015.