



**Job Title:** Coordinator of Retention and Employee Accountability

**Reports To:** Immediate Supervisor

**Prepared By:** The Division of Human Resources

**Board Approved Date:**

**Pay Grade Range:** AD106

**Summary:** The Coordinator for Retention and Employee Accountability is responsible for the effective management of programs, materials, and facilities that provide for the coordination, implementation, monitoring and maintenance of the Local Personnel Accountability Plan. The Coordinator for Retention and Employee Accountability is also responsible for supporting District retention initiatives and all phases of the retention process that support the development of the district's retention strategy for all employees in a manner which is responsive to the education goals and objectives of the district.

**Essential Duties and Responsibilities:**

- Reviews the personnel plan annually to determine strengths and weaknesses, implements revisions, and provides staff development for all revisions to the plan.
- Develops and implements a system to monitor and maintain personnel evaluation documents in both the central office and school sites.
- Determines the proper procedures for evaluators to submit personnel evaluation files at the end of the year or the evaluation period.
- Develops a method to determine whether an evaluator submits, in a timely manner, annual evaluation documents for each evaluatee assigned.
- Monitors evaluation submissions for accuracy and completion
- Provides staff development for evaluators, outlining their responsibilities in maintaining personnel evaluation files.
- Prepares the summary report for submission to the Louisiana Department of Education.
- Works with the steering committee in annual review and revision of the Personnel Evaluation Plan, including the development and implementation of the extent to which the purposes of the Personnel Evaluation Program are being achieved.
- Maintains a balanced steering committee representing administrators, instructional personnel, and professional support personnel, replacing members on the steering committee when necessary.
- Identifies and reports to the Louisiana Department of Education the names and

positions (content areas and grade levels) of all new teachers subject no later than the deadline dates established by the LDE.

- Identifies and reports to the LDE the names and positions of all persons trained as mentors and/or assessors for the coming year no later than the deadline dates established by the LDE.
- Establishes mentors and assessor teams in accordance with guidelines, reports the names and positions of all persons in those capacities for the current year by the deadline dates established by the LDE.
- Conducts the assessment process in accordance with the policies and procedures set forth by the LDE and reports to the LDE the names of persons recommended for regular/permanent certification and the names of those denied regular/permanent certification together with the appropriate documentation for the recommendations according to deadline dates established by the LDE.
- Research and develop opportunities to recruit, retain, and promote a culturally diverse workforce.
- Facilitate Grow Our Own programs to develop employee pipelines through research, planning, presentations, and data and tracking
- Work with management to assess and plan developmental opportunities for employees.
- Develop various surveys and interviews towards the goal of strengthening employee retention strategies.
- Track and report statistics and other employment-related data on applicants, prospects, and employees to management
- Maintain accurate and well-organized documentation of retention efforts including: Employee Wellness Initiatives, Recognition Programs, Continuing Education Programs, etc.

#### **Other Duties:**

Other duties as assigned that are related to the functions of the position.

#### **Essential Functions/Qualifications/Requirements:**

##### **Education and Experience:**

A Master's Degree with five (5) years successful teaching experience and an additional five years successful experience in supervision, administration or a management role.

##### **Work Environment Conditions:**



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

### **Technological Abilities:**

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifient website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.