

Specialist - International Staff

The Specialist leads support for the district's international staff. This includes but is not limited to working with the Human Capital Officer and other senior Human Capital staff on monitoring, placement, support and reporting related to international employees.

Essential Functions

- Serves as primary point of contact in the Office of Human Capital for all international staff in City Schools for issues related to immigration and visas.
- Manages the recruitment, selection and placement of school based staff for an assigned group of schools.
- Informs potential applicants about school system, programs, benefits and job opportunities.
- Interviews applicants to obtain information on work history, education, and teaching competency skills.
- Develops and maintains liaison/relationships with visa partners.
- Compiles and maintains all public access files and database for all current and former international staff in City Schools.
- Supports systemic analysis of data related to international staff in City Schools.
- Analyzes data and stays abreast of immigration issues nationally and in Maryland.
- Supports Management in meetings with relevant stakeholders.
- Supports processes for employee transactions to include personnel data changes, location changes, transfers, non-renewals and dismissals.
- Handles employee relations counseling, outplacement counseling, and exit interviews for international staff.
- Serves as lead for all reporting and audits related to international staff.
- Manages contract and contact with outside counsel that supports visa renewals for international staff.
- Assists counsel with responses to denials for employees.
- Keeps abreast of changes in procedures and negotiated agreements as they relate to career options of classified employees.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards.

Maximum Salary\$97567.00

Minimum Salary\$78848.00

Desired Qualifications

- Bachelor's degree in human resources, education, business administration or a related field required. Degree must be from an accredited college or institution.

- Significant experience working with immigration issues, particularly in managing the processing of J1 and H1B work visas required. Three years of responsible experience in Recruitment and Staffing preferably in an education or legal environment.
- Teaching experience in a K-12 setting may be substituted for up to two years of the experience requirement.
- Knowledge of the K-12 education environment preferred.
- Technical knowledge, skill, and use of judgment in the application of the principles, practices, and techniques of personnel recruitment, examination, selection, and placement.
- Knowledge of principles and processes for providing customer and personal service to include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Effective verbal and written communication skills.
- Excellent interpersonal and organizational skills with demonstrated ability to identify, prioritize, organize tasks in order to efficiently and effectively accomplish assigned and self-generated tasks.
- Familiarity with the federal Elementary and Secondary Education Act guidelines and the Maryland State Department of Education (MSDE) certification requirements.
- Demonstrated ability to work collaboratively and independently.
- Ability to communicate with people outside the organization, to represent the organization to colleges and universities, applicants, community leaders and members.
- Proficiency in the use of technical computer applications, including MS Word, EXCEL, Power Point, and a human capital information system such as Oracle, People Soft, or similar software.
- Professional in Human Resources (PHR) certification desired.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:
<http://www.baltimorecityschools.org>

- Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements related to the essential functions of the position.

For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.