



the workplace throughout his/her employment by the District.

Work Environment      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. The noise level in the work environment is usually quiet.

REPORTS TO              Director of Staffing

#### GENERAL RESPONSIBILITIES

1. Oversees and manages the pre-screening process for all applicants, volunteer and vendors to ensure compliance with Provisions of the Jessica Lunsford Act (Section 1012.465, Florida Statutes); District School Board of Collier County Bylaws & Policies; and all local, regional, state and federal regulations related to criminal history and employment screening.
2. Utilizes online resources and employment verification to ensure thorough review of application materials during the pre-screening process.
3. Recommends and develops strategies and processes to support the background screening process.

#### SPECIFIC RESPONSIBILITIES

1. Conducts initial review of completed application materials for all applicants and performs evaluation based on four criteria: (1) application materials (including consent form for background screening), (2) related experience, (3) academic background and professional training and 4) references and recommendations.
2. Evaluates employment history against the minimum job requirements of current opening(s); identifies any gaps in employment and/or prior history of involuntary termination.
3. Reviews official transcript to verify degree earned.
4. Reviews issuance and expiration date of certification/licensure; utilizes online resources to confirm the following:
  - a. Type of certification/license (subject area)
  - b. State of issuance
  - c. Issuance date
  - d. Expiration date
  - e. Restrictions/sanctions
  - f. Additional certification/license information
5. Reviews Florida Department of Corrections offender search registry.
6. Reviews Florida Department of Law Enforcement Sexual Offenders and Predators website.

7. Conducts initial phone screen with current/prior supervisor (within the last two years) to complete initial employment verification.
8. Conducts as necessary, initial phone screen with applicant to request additional information regarding:
  - a. Gaps in employment
  - b. Eligibility to work in U.S.
  - c. Out-of-state certification/license history
  - d. Prior history of being released from contract, resignation to avoid termination or
  - e. disciplinary action, suspension or placement on leave with or without pay
9. Responsible for review of volunteer and vendor applications and online search on Florida Department of Corrections offender search registry and Florida Department of Law Enforcement Sexual Offenders and Predators website.
10. Conducts initial phone screen of volunteer candidates, as needed.
11. Follow up with applicants, volunteers and/or vendors when issues arise during application review and complies with all disclosure regulations.
12. Provides professional assistance in:
  - a. verifying convictions obtained through criminal history reports and researching details of convictions, as necessary.
  - b. participating in a decision-making process regarding the suitability for employment, volunteer service or vendor relationship.
13. Remains current on all local, regional, state and federal regulations related to applicant background screening.
14. Develops strategies and processes aligned with the School Board of Collier County Bylaws & Policies related to Criminal Background and Employment History Checks (3121.01).
15. Assists in implementing the District's goals and strategic commitment to ensure a safe and secure environment for every student.
16. Reviews process on an on-going basis to ensure an effective system has been implemented to identify former employees who were terminated for cause outside of the Collier County school district.
17. Attends conferences and events, as relevant, to represent the District School Board of Collier County and liaison with members of the academic, nonprofit, law enforcement and business communities on topics related to criminal history and employment screening.
18. Prepares confidential records and reports.
19. Maintains the confidentiality of personnel records and District related information.
20. Performs other duties as assigned.