



Human Resources Coordinator Job Description

Job Title: Human Resources Coordinator

Reports to: Assistant Superintendent of Human Resources and Student Services

Dept./School: Human Resources/Central Administration

Primary Purpose:

Provide leadership for human resource activities to ensure high quality staffing and retention of district personnel. Implements legally sound and effective human resource management programs, policies, and practices. Provide support for the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, leave administration, performance appraisal, employee relations, and benefits.

Qualifications:

Education/Certification:

Bachelor's degree in education, human resources, organizational development, business, or public administration

Master's degree preferred

Special Knowledge/Skills:

Knowledge of the selection, training, and supervision of personnel

Knowledge of wage and salary, benefits, and performance appraisal systems

Ability to effectively manage multiple projects and responsibilities at the same time

Knowledge of school employment law, personnel law, and hearing procedures

Ability to implement policies and procedures

Ability to manage budget and personnel

Strong communication, public relations, organizational, and interpersonal skills

Ability to implement certification rules and procedures

Experience:

Five years of successful administrative experience

Administrative experience in public school preferred

Major Responsibilities and Duties:

Employment

1. Develop recruitment and retention strategies for District personnel. Including recommending, scheduling, and attending job fairs
2. Work with campus administrators to aid them in the screening and selection process for employees. This includes ensuring new hire certifications are appropriate for assignment and are current for the position as required.
3. Schedule, prepare, and perform orientation programs for new employees
4. Work with staff to ensure all employees have proper background screenings including employees, volunteers, and vendors
5. Lead contact for on-line application system



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6. Maintain current knowledge of laws, rules, and regulations relating to issues of labor and employment including EEOC, FLSA, Title IX, and District policy
7. Inform Assistant Superintendent of Human Resources and Student Services of the employment status of personnel and any problem relating to or affecting staff
8. Assist with the annual review of the District's employee handbook
9. Assist with the development and updating of staff plans as needed
10. Ensure all federal and state status applicable to equal employment opportunity and minority practices are carefully observed and practiced by all District staff
11. Assist in the preparation and revision of all professional and paraprofessional job descriptions as well as job evaluations and classifications.
12. Plan, facilitate/present, and evaluate staff development for staff, including topics of legal significance
13. Monitor District vacancy and employment needs

Compensation and Benefits

1. Assist with district-wide employee recognition programs
2. Assist with bus driver and child nutrition *Attendance Incentive Program*

Employee Relations

1. Assist with employee counseling when called upon
2. Manage and maintain positive working relationship with higher educational and ACP programs for student placement and recruitment efforts
3. Oversee teacher substitute program. Create guidelines outlining substitute teacher duties and maintain handbook
4. Oversee New Teacher Mentor Program
5. Provide support to campus personnel as needed
6. Work with HR staff to ensure that exit interview opportunities are offered to all employees

Other

1. Assist the Assistant Superintendent of Human Resources and Student Services with other personnel issues as requested
2. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices appropriate to the job assignment
3. Review, monitor, analyze, report, and make recommendations for the improvement and ongoing effectiveness of Human Resources Department
4. Use information and insights provided through assessment instruments, the District appraisal process, surveys, feedback from supervisors, and professional development programs to improve job related performance.
5. Demonstrate behavior that is professional, ethical and responsible, as well as serving as a role model for all District staff
6. Other duties as assigned



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Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent districtwide and statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____