



## Human Resources Specialist Job Description

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**Job Title:** Human Resources Specialist  
**Reports to:** Assistant Superintendent of Human Resources  
**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 preferred  
Experience in Human Resources, Education, or Business, preferred

#### **Special Knowledge/Skills:**

Knowledge of the selection, training, and supervision of personnel  
Knowledge of wage and salary, benefits, and performance appraisal  
Knowledge of school employment law, personnel law, and hearing procedures  
Ability to implement policy and procedures  
Ability to analyze and interpret data and statistics  
Ability to manage budget and personnel  
Strong communication, public relations, organizational, and interpersonal skills  
Strong computer skills

#### **Experience:**

Five years successful professional experience.

### **Major Responsibilities and Duties:**

#### **Employment**

1. Develop recruitment and retention strategies for district personnel. This includes attending job fairs.
2. Work with campus administrators to aid them in the screening and selection process for employees. This includes ensuring new hires certifications are up to date and are for the position being interviewed for.
3. Administer and oversee orientation programs for new employees.
4. Facilitate district substitute management system.
5. Facilitate the employee evaluation system.
6. Manage Application system.



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7. Develop and maintain positive working relationships with institutions of higher education and alternative certification programs.
8. Ensure that job descriptions are updated
9. Grow and develop new employee induction program
10. Provide training and development for staff.
11. Assist with staff development when needed.

### **Employee Relations**

12. Assist with employee counseling when needed.
13. Serve as a liaison between campus and higher Ed and ACP to facilitate classroom observations and experience.
14. Work with HR staff in placing student teachers.
15. Oversee teacher substitutes program. Create guidelines outlining substitute teacher duties.
16. Oversee *New Teacher Mentor Program*.
17. Monitor and support new teachers in the classroom.
18. Provide support to campus personnel as needed.
19. Work with HR staff to ensure that exit interview opportunities are offered to all employees.

### **Other**

20. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.
21. Other duties as assigned.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

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

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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 \_\_\_\_\_