

Human Resource Coordinator

JOB DESCRIPTION

TITLE
QUALIFICATIONS

Coordinator of Human Resources

- High school graduate, college credits preferred
- Thorough familiarity with key computer programs, such as Word, Excel and the Internet
- Demonstrated ability to act as self-starter and completer of assignments
- Ability to conduct business in a courteous, professional and confidential manner
- Ability to communicate effectively and tactfully in all internal communications with staff and external communications with the public.
- Ability to manage and provide leadership in the personnel office.
- Demonstrates a solid work ethic

REPORTS TO
JOB GOAL(S)

Assistant Superintendent for Administration

The efficient operation of the Office of Human Resources under the supervision of the Assistant Superintendent for Administration

TERMS OF EMPLOYMENT

12 Months, 1.0 FTE, Full Benefits

PRIMARY RESPONSIBILITIES

Salary to be determined by the Board

The Coordinator of Human Resources shall be directly responsible to oversee the operations of the Office of Human Resources:

- 1.** Plan, prepare and coordinate the effort of the Office of Human Resources Confidential Secretaries.
- 2.** Assume direct responsibility of the major and most important aspects of the department.
- 3.** Delegate responsibilities to the Confidential Secretaries in a thoughtful, efficient and effective manner.
- 4.** Monitor and insure the success of the systems and processes within the department.
- 5.** Review and revise all systems and processes to maintain efficiency.
- 6.** Engage in personal professional development activities consistent with the role of Coordinator of Human Resources and provide for the appropriate professional development of each of the Confidential Secretaries in the Office of Human Resources.
- 7.** Maintain direct and regular communication with the Assistant Superintendent for Administration and the Confidential Secretary for the Assistant Superintendent for Administration.

SPECIFIC DIRECT & INDIRECT RESPONSIBILITIES

- Data entry of employee records into central personnel computer system
- Staff evaluations
- Certifications for teaching staff and substitute teachers
- Leaves of absence
- Job postings and classified advertising to comply with collective bargaining agreements
- Processing and distribution of resumes and applications for posted and advertised positions
- Creation and maintenance of all employee personnel files including mandated forms: (health examination, fingerprinting, I-9, certification, etc.)
- Maintenance of job descriptions
- Maintenance of seniority roster
- Preparation and follow-up of all personnel motions of the Board of Education

- Health Benefits and COBRA
- Placement of student teachers
- Preparation of various staffing reports for district, county and state
- Preparation and distribution of employee contracts
- New staff orientation