

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

JOB DESCRIPTION

TITLE: Human Resources & Data Administrator

QUALIFICATIONS:

1. Education/Certification:
 - a. Bachelor of Science degree required (preferred in related field)\

2. Special Knowledge/Skills:
 - b. Experience with student information systems (SIS)
 - c. Experience with relational database technologies
 - d. Experience with data extraction, reporting and analysis tools.
 - e. Experience programming custom web pages
 - f. Demonstrated knowledge of database design and data techniques.
 - g. Proficiency in areas of data and Microsoft office applications
 - h. Proficiency in technology management
 - i. Familiarity with state and federal regulations
 - j. Familiarity with Union Contracts and its impact upon personnel management practices
 - k. Previous relevant experience with teacher certification, curriculum, union contracts, worker's compensation, FMLA, and sick bank claims
 - l. Ability to communicate effectively verbally and in writing.
 - m. Ability to work cooperatively with people.
 - n. Ability to work independently in solving problems

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Superintendent or his/her designee

JOB GOAL: The district Human Resources & Data Administrator insures the integrity for the district data & personnel department. This person functions as the key analyst, manager, and report writer of this data. This person will make the data accessible, and easy to understand so it may be used to support teaching and learning. This person will plan, coordinate, and supervise the operation of the personnel services office to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual employee.

PERFORMANCE RESPONSIBILITIES:

1. Keep the district staff informed of and interpret and assure compliance with all laws, regulations, statutes, rules, and policies affecting personnel and district data. Aid in creating new policies to ensure compliance and districts safety.
2. Greets all new hires, substitutes, and staff; determines their needs, checks appointments, and directs them to the proper person.
3. Coordinates the New Teacher Orientation along with the Mentor & Induction Coordinator.

4. Creates and maintains all exempt personnel contracts.
5. Keeps records of staff leaves and absences and updates personnel files. Monitors all staff absences on a daily basis through AESOP and generates reports on this data for administrators, payroll, and business services. Record keeping of all attendance/time-off days per exempt and union contracts.
6. Maintains a personnel data base and confidential personnel files.
7. Serves as liaison to the Department of Education's certification area and insures compliance with state requirements for teachers and substitutes.
8. Track and monitor the licensing and relicensing of all professional staff as well as obtaining waivers and critical shortage waivers.
9. Counsel teachers about the certification process and SEI endorsement.
10. Processes all inquiries and applications for employment. Verify completion of application material. Processes personnel appointment forms.
11. Coordinates the operation of the Student Teacher Program within the District.
12. Implement workers compensation, employee benefit, unemployment programs; manage claims and enrollment
13. Develop and oversee the process to manage all employees who are hired in the district to ensure compliance with the Massachusetts Conflict of Interest Law.
14. Coordinates all mandatory trainings for substitutes required by the district.
15. Develop and maintain extended day staff, coach & advisor, substitute, and employee handbook in accordance with all laws and policies. Provides insight on student citizenbooks.
16. Assist the building administrators with issues related to building coverage and substitute performance issues.
17. Maintains and distributes a current list of substitute/temporary employees.
18. Acts as an advisor to administrators, managers and supervisors on issues related to employee discipline and employment for the purpose of ensuring consistent application of policy.
19. Prepares and maintains appropriate policies, state reports, and claims as required.
20. Maintains and ensures evaluation of all district employees.
21. Processes recommendations or termination of employees.
22. Directs annual production, distribution and payment of wage documents (e.g. contracts, wage notices, letters of assurance) for the purpose of ensuring employees are paid per the wage document and as directed.
23. Liaison to the Town Treasurer's office for all district hires, terminations, extended leave of absences, and benefits.
24. Maintains and updates all confidential personnel records and ensures that personnel records management procedures of the district meet all legal requirements and makes recommendations for new personnel record systems and a personnel records retention and destruction schedule.
25. Keep and maintain a current seniority list for all unions.
26. Maintains records and completes reviews of all Workers' Compensation, unemployment claims, FMLA and collective bargaining organizations' Sick Bank claims.
27. Act as sick bank representative for the district for all unions.
28. Processes all requests for professional development days out of district.
29. Informs personnel of the district of all pertinent personnel policies through the development and publication of personnel handbooks.
30. Performs such other appropriate tasks as may be assigned from time to time.
31. Assist in the review of Employee Personnel Information Management System (EPIMS).
32. Assist and generate data for all contract negotiations and grievances/arbitrations.

33. Maintain and update existing employee job descriptions. Ensure compliance with the Massachusetts Commission against Discrimination.
34. Responsible for providing equal opportunity and affirmative action by means of support, orientation of staff, action plans, and continuous examination of all educational and employment practices and materials consistent with the goals and objectives of the district to insure equal opportunity to all individuals.
35. Responsible for attending Policy Subcommittees when required.
36. Responsible for coordinating and administering the Employee Assistance Program.
37. Sits on the Town Safety Committee.
38. Maintain and process all CORI's to the Criminal History Systems Board for access to all criminal case data to allow for employment, transportation, and volunteer purposes. Ensures compliance for all employees, subcontractors, volunteers, and chaperones aligned with CHRI regulation.
39. Serve as the district SAFIS-R liaison and process all incoming SAFIS reports.
40. Make suitability determinations on all known SAFIS' and interview applicants regarding SAFIS if record is present in accordance with regulation and policy.
41. Processes all job postings, advertisements, and post on all websites and the recruiting tracking system.
42. Keeps records of all lane changes, updates personnel files for course credit, and notifies payroll for changes in pay status. Processes all requests for course reimbursement and/or approval.
43. Support staff with the district's Student Information System (SIS) and other district data systems (SmartPD, SchoolBrains, AESOP, DocStar, etc.)
44. Will prepare and submit state and federal reports including EPIMS, SIMS, SCS, SSSDR, SAC, Civil Rights etc
45. Serve as the district's SIS administrator and provide training as needed regarding staff use and functionality of data.
46. Act as the district MA DESE Directory Administrator and manage/update the MA DESE Security Portal.
47. Identifying and resolving any data issues resulting within the district data systems
48. Assist with school scheduling, enrollment, attendance and other issues within the SIS
49. Developing data standards, procedures and training for district and school staff members
50. Import all assessment data into district SIS
51. Ensure integrity of data, verifying information regarding data quality and data completeness
52. Producing data reports as requested by administration and school district staff
53. Assist with federal and State reporting of school district data including exporting and uploading to external systems
54. Creates and maintains the district website and Facebook page
55. Oversee the student registration process and in collaboration with building administration and clerical staff, ensure correct and timely data entry.
56. Serves as the district contact and point person for logon and password troubleshooting for staff, students, and parents.
57. Assists and creates email accounts and manages staff email directories and groups
58. Monitors district and group emails in accordance with the Acceptable Use Policy
59. Oversees and administers "All Call" notification system
60. Registration and transfer/exit agent for students information
61. Serve as a representative of the district to local, regional, and state working groups and/or training initiatives.
62. Sit on and participate in the Technology Committee

63. Perform other relevant duties as assigned by the Superintendent and/or his/her designee.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, or operate tools, objects, or controls; reach with hands and arms. The employee is occasionally required to walk, stoop, or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a office setting where noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: 12 Month Employee

EVALUATION: Performance of this job will be evaluated annually in accordance with School Committee policy on evaluations.

APPROVED BY: Westport School Committee

DATE: October 9, 2013

REVISED: June 1, 2016

REVIEWED AND AGREED TO BY: _____ **DATE:** _____

Code: DataAdmin