

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

HUMAN RESOURCES COORDINATOR

QUALIFICATIONS:

- (1) Bachelor Degree preferred. Associate Degree with five (5) years of experience or High School Diploma with eight (8) years of experience can be substituted for Associate Degree.
- (2) Minimum of three (3) years of experience in human resources, personnel management, business/public administration or related field inclusive of supervisory experience.
- (3) Three (3) years' experience in Skyward (preferred) or other management information system.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of administrative computer applications as related to departmental job functions. Knowledge of local policies and labor contracts relating to human resources, salary and leave administration. Ability to assign duties to subordinates and to develop and monitor schedules for completion of assignments. Ability to use computer systems and applications for processing and reporting. Ability to perform analyses and use independent judgment to determine technical problems in area of assignment. Maintain integrity of confidential information relating to students, staff, or district patrons. Ability to effectively communicate to a variety of individuals in both oral and written form. Ability to provide leadership to assigned personnel.

REPORTS TO:

Chief Human Resources Officer

JOB GOAL

Under the supervision of the Chief Human Resources Officer, this confidential position will be responsible for coordinating the daily operational needs of the Human Resources Department. Ensures that all human resources functions and processes are completed accurately and in a timely manner. Ensures that quality control processes are maintained to ensure compliance with local, State and federal rules and standards.

SUPERVISES AND EVALUATES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- (1)* Assist the Chief Human Resources Officer in the daily administration of HR services as directed or assigned.
- (2) Develop and implement new human resources policies and procedures and disseminate information to schools and departments within the District.

HR Coordinator (Continued)

- (3) Manage the human resources reception area and related functions.
- (4)* Coordinate the New Employee Orientation with each personnel and department as assigned.
- (5)* Review internal personnel procedures and develop new procedures when required or when new procedures will aid in a more efficient operation.
- (6)* Demonstrate ability to become proficient in the use and understanding of new applications to provide recommendations for human resource process improvements.
- (7)* Create specifications for development of new human resource processes and programs. Test and approve enhancements to human resource systems.
- (8)* Assist the Chief Human Resources Officer with the resolution of problems, the development of reasonable security and the establishment of adequate internal controls.
- (9)* Maintain a file of candidates who were not selected for employment, but for whom a future opening is likely to appear within the district, and for others inquiring about employment opportunities for whom openings do not exist at the time of the inquiry.
- (10)* Ensure the requirements and letters for teachers needing ESOL, temporary certificates, industry certification, etc. are communicated in a timely manner.
- (11)* Assist in the recruitment efforts for minority educators.
- (12)* Coordinate recruitment efforts with the District exceptional education department.
- (13)* Audit and analyze ongoing and ad-hoc reports pertaining to employee personnel information and data to ensure data is clean and accurate.
- (14)* Review the implementation of cost-effective wellness programs.
- (15)* Model and promote outstanding customer service and positive interpersonal communication.
- (16)* Develop, implement and interpret human resources policies and procedures.
- (17)* Work with Teaching and Learning to provide a district wide mentoring support program with a goal to support new teachers to the district for the purpose of retention and capacity building.
- (18)* Ensure the process for school stipends is reviewed at each school site at the beginning of the school year.
- (19)* Serve as a liaison between personnel and the Chief Human Resources Officer to discuss problems, concerns, and other issues as it relates to human resources.
- (20) Assist in the preparation of reports for statistical information and reporting.
- (21) Perform other duties as assigned by the Chief Human Resources Officer.

PHYSICAL REQUIREMENTS:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing is required only occasionally and all other sedentary criteria are met. Some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

HR Coordinator (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

Days/Year:	12 Months
Classification:	Professional
Salary Schedule:	PAIZ-0

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Flagler Schools Strategic Framework – Leadership Development

APPROVED 06/19/2018