

RSU No. 5 Durham ~ Freeport ~ Pownal
Human Resources Coordinator Job Description
Classified Support

QUALIFICATIONS:

1. Associates Degree preferred or two or more years proven history of related experience.
2. Demonstrated work experience in human resources.
3. Computer skills: data entry, word processing, spreadsheets, online registration and data management systems
4. Financial software experience preferred.
5. Knowledge of general office practices and procedures and ability to handle sensitive and confidential information.

REPORTS TO:

Director of Finance and Human Resources and Assistant Superintendent

JOB GOAL:

To maintain all records regarding personnel matters and process benefits for all employees of RSU No.5 in accordance with all State and Federal laws and requirements governing school system personnel.

PERFORMANCE RESPONSIBILITIES:

1. Maintains professional customer service with employees, colleagues, and outside agencies.
2. Processes and communicates with all parties regarding position changes for hiring process.
3. Processes all aspects of hiring new employees, termination of employees, and requests for leave.
4. Communicates with third party benefit vendors and informs employees of their benefits including annual open enrollment period.
5. Maintains up-to-date records of employee compensation, benefits, certifications, licensing, fingerprinting, trainings, and evaluations.
6. Maintains State and RSU No. 5 databases regarding employee, substitute, volunteer, and student teacher information.
7. Complies with all Federal and State mandates relevant to human resource laws.
8. Understands and complies with collective bargaining agreement obligations and timelines.
9. Assists in the planning of and participates fully in the New Educator Induction.
10. Performs other duties as may be assigned by the Director and/or the Assistant Superintendent.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and federal laws and regulations.

TERMS OF EMPLOYMENT:

This position is year round.

EVALUATION:

Evaluated annually by the Director of Finance and Human Resources with input from the Assistant Superintendent.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____