

**POSITION DESCRIPTION**

**TITLE: HUMAN RESOURCES SPECIALIST**

**TYPE:** Confidential  
Non-Exempt

**REPORTS TO:** Director of Human Resources and Operations

**POSITION SUMMARY:**

The primary purpose of this position is to support and manage all operations and responsibilities of the Human Resources Office.

**MINIMUM QUALIFICATIONS:**

1. Minimum age 18 years.
2. High School Diploma or equivalent.
3. Two years college coursework or equivalent related training as executive assistant or related field.
4. Three years experience in secretarial or related positions.
5. Advanced understanding and ability to use modern office procedures and technology.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if applicable) in both oral and written form.
3. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English.
4. Facilitate problem solving and conflict resolution.
5. Use effective teamwork and collaboration techniques.
6. Excellent organizational skills.
7. Effectively manage multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Conducts efficient and effective operation of the office, including maintaining and ordering equipment and supplies, answering phones and taking messages, responding to inquiries, providing information, and referring staff and visitors.
10. Maintains a secure filing system for department business, personnel files, and a database on all employees.
11. Oversee District substitute system.
12. Takes and processes applications and coordinates procedures for approval and use of District volunteers.
13. Processes approved Unpaid Leave and Personal Leave forms.
14. Coordinates and processes requests for extended field trips.
15. Maintains Human Resources Department information on District website.
16. Processes position vacancies and manages employment applications and hiring procedures and documentation.
17. Prepares and processes employment and extra-duty contracts, and contract renewal notices.

18. Manages Human Resources programs or projects under the direction of the Human Resources Director.
19. Develops and distributes employee work year calendars.
20. Maintains record of employee salary schedule placement and education credits, and processes column advancement.
21. Prepares materials, schedules, and provides support for employee recruiting activities.
22. Maintains appointment schedule for the Human Resources Director.
23. Assists the Human Resource Director with preparation, formatting, and processing of correspondence, reports, employee notices, and other documents.
24. Processes license application packets received from Teacher Standards and Practices Commission (TSPC), notifies employees of renewal timelines, and maintains records of teacher and administrator licenses and expiration dates.
25. Tracks licensed staff assignment data relative to licensure and Highly Qualified teacher status and submits requests for expedited processing and Conditional Assignment Permits (CAPs).
26. Processes all Personnel Actions.
27. Prepares report of employment status changes for monthly Board packet.
28. Coordinates and maintains records of required employee training activities.
29. Processes all requests for tuition reimbursement.
30. Processes all OFLA/FMLA leave documentation and correspondence.
31. Processes all work related injury reports and Workers Compensation claim applications and related documents.
32. Provides information to district administrators and auditors as requested.
33. Assists other department staff when needed to ensure timely completion of specific department tasks.
34. Develops and submits reports as required by supervisor.
35. Follows all safety rules.
36. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
37. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
38. Assists parents and community members as needed.
39. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
40. Complies with professional development activities as required by the District.
41. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
42. Holds expectations for high performance of self.
43. Assesses results of performance for improvement on a regular basis.
44. Demonstrates computer literacy and operates software programs as related to job responsibilities.
45. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
46. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
47. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
48. Adheres to the same ethical standards as outlined in Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

49. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIREMENTS:**

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and Designated First Aid Provider.
6. Possess and maintain a valid driver license.
7. Occasionally performs other duties as required by supervisor.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 260 days, subject to change. May include extended hours or days as directed. Salary and benefits and working conditions as determined by District Board.

**EVALUATION:**

Performance will be evaluated in accordance with District Policy and Regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date