



**Spring Grove Area School District  
Spring Grove, Pennsylvania**

**HUMAN RESOURCES GENERALIST  
JOB DESCRIPTION  
EXEMPT LEVEL V – EDUCATIONAL SERVICE CENTER  
Full-Time, 260 days per year**

**PURPOSE**

Assist with human resource functions for the district including recruiting, hiring, and onboarding of staff and substitutes, substitute coordination, human resources compliance and record keeping, benefits administration, and employee relations' activities.

Coordinate substitute workforce including recruiting, orienting, and scheduling using human resources systems including applicant tracking, human resources information system, absence and timekeeping systems, and professional management learning system.

Assist and support the Human Resources Department in generalist duties associated with the responsibilities of the Human Resources functions within the district.

Assist in benefit administration including open enrollment, benefit education and communication, and leave administration, worker's compensation, and unemployment.

Provide backup support to the payroll coordinator and human resources director.

**QUALIFICATIONS**

**TRAINING AND EXPERIENCE**

Graduation from high school or equivalent required.

Bachelor's degree preferred

Human Resources certification preferred

At least 5 years direct human resources experience required

Experience with human resources information system required

Experience with human resources applicant tracking, absence management, and learning management preferred.

Must be proficient in using Microsoft Office Suite and Adobe.

Knowledge and experience in the operation of office equipment and general office practices.

**GENERAL**

Ability to work independently and with others.

Strict adherence to confidentiality requirements.

Ability to handle multiple tasks with accuracy and efficiency with frequent interruptions.

Receipt of current, favorable clearances including Pennsylvania State Criminal History (Act 34),

Federal Criminal History (FBI – Fingerprinting - Act 114), Pennsylvania Child Abuse (Act 151), and

Sexual Misconduct and Abuse Disclosures (Act 168).

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Approved by the Spring Grove Area School District Board of School Directors June 16, 2015, May 16, 2016, June 14, 2021,

## **REPORTABILITY**

Reports to the Director of Human Resources

## **EVALUATION**

Completed by the Director of Human Resources

## **PERFORMANCE RESPONSIBILITIES**

1. Source, recruit, and hire substitute teachers and support staff for absent staff daily throughout the school year and as needed during the summer.
2. Manage substitute onboarding including conducting substitute orientation as needed.
3. Communicate and coordinate with building administrators and administrative assistants to ensure maximum substitute coverage.
4. Manage and update substitute management system and assign substitutes as needed based on last minute schedule changes.
5. Review and analyze trends in substitute statistics to determine substitute scheduling based on absence trends
6. Communicate absences and fill rates to building representatives daily in preparation for the school day.
7. Ensure substitute coverage for leaves of absence process.
8. Ensure proper certification of substitutes and manage day to day substitute certification to ensure compliance per PDE recommendations.
9. Ensure positive customer relations and positive relationships with substitute staff including planning and hosting events and developing initiatives to recognize substitutes for special events/awards earned.
10. Manage annual PSERS approval process for retired substitutes.
11. Prepare list of substitutes for annual re-approval by the board of school directors.
12. Manage updating and distribution of support and professional substitute listings as needed.
13. Manage employee absence management system using absence management system.
14. Assist applicants with application and clearance process.
15. Assist in coordinating recruiting processes including posting of all job openings, sourcing of candidates, coordination and participation in job fairs, assessment of candidates, onboarding.
16. Conduct new hire orientation, including follow-up activities to ensure completion of all pre- and post-employment information and requirements, including clearances and certifications
17. Maintain adequate and accurate personnel records for all employees, including preparation of human resources files.
18. Manage human resources record keeping and compliance.
19. Process entry and exit information for all personnel.
20. Assist with benefit administration including enrollment, terminations, changes/updates, and answering/researching inquiries, and leave of absence administration.
21. Assist with compensation-related activities for professional staff, salary classifications, changes, and compliance with guidelines.
22. Maintain human resource information systems including position management, absence management, compliance management, and learning management databases.
23. Assist in preparation of the Personnel section of the Board Agenda.
24. Assist with the completion of required state reports involving personnel data.
25. Process payroll in the absence of the payroll accountant.

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26. Manage the time and attendance system in the absence of the payroll accountant.
27. Assist in coordination of employee wellness activities.
28. Assist in coordination of district accident prevention committee.
29. Participate in meetings / activities / events for the Director of Human Resources in the absence of the Director of Human Resources.
30. Perform other duties as assigned by the Director of Human Resources.

### **POSITION SPECIFICATIONS**

Physical Demands	<p>Occasional driving to school district offices, classrooms, regional offices, and events</p> <p>Frequent walking throughout buildings including climbing up and down stairs</p> <p>Often sitting at desk for extended periods</p> <p>Standing for extended periods</p> <p>Moderate lifting from 15 to 30 pounds</p> <p>Some carrying – up to 30 pounds</p> <p>Manual dexterity to use office equipment</p> <p>Repetitive movement of fingers and hands for keyboarding</p>
Sensory Abilities	<p>Visual acuity to read correspondences, computer screen</p> <p>Auditory acuity to be able to use telephones, participate in various meetings</p> <p>Ability to speak clearly and distinctly</p>
Work Environment	<p>Generally, office/classroom/job fair setting year-round</p>
Temperament	<p>Ability to work as member of a team</p> <p>Must be courteous and able to effectively communicate with staff, vendors, and community</p> <p>Must be cooperative, congenial, and service-oriented and promote these qualities in the department</p> <p>Ability to work in an environment with frequent interruptions</p>
Cognitive Ability	<p>Ability to follow written and verbal directions</p> <p>Ability to complete assigned tasks with minimal supervision</p> <p>Ability to read, write and do complex computations</p> <p>Ability to use correct grammar, sentence structure and spelling</p> <p>Ability to compose clear, concise sentences and paragraphs</p> <p>Ability to organize office or work environment to efficiently accomplish tasks</p> <p>Ability to work independently, exercise appropriate initiative, and make work-related decisions</p> <p>Ability to exercise good judgment in prioritizing tasks and work efficiently on those tasks</p> <p>Ability to communicate effectively at all organizational levels</p>

**Note:** All abilities above must be at a professional level, as expected from the required educational level of the job and the previous experience required.

Specific Skills	<p>Ability to operate office equipment</p> <p>Ability to use technology efficiently and learn new technology implemented by the District</p> <p>Must recognize and appropriately handle confidential information</p> <p>Ability to work in a complex environment with varied changing, service demand</p> <p>Ability to use audio visual equipment for group meetings, presentations as needed</p> <p>Ability to perform tasks as assigned</p>
Comments	<p>Position holder must have a friendly, helpful, caring personality</p> <p>Position holder has relatively unrestricted access to information for the Spring Grove School District and knowledge of management/operational and labor relations activities and must always exercise confidentiality</p>

*The position specification described here are the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*