

SCHOOL ADMINISTRATIVE UNIT # 2

JOB DESCRIPTION

Title: Human Resources Coordinator	Date Revised: May3, 2024
Classification: Exempt	Terms of Employment: Full-Time, Year-Round
Reports To: Business Administrator	Supervises: n/a

QUALIFICATIONS:

1. A Bachelor's degree in Human Resources or related field;
2. At least three years of human resource management experience preferred;
3. Such alternative to the above as the Superintendent may find appropriate and acceptable.

JOB OBJECTIVE:

The Human Resources Coordinator is responsible for running the daily Human Resource functions of the Districts including onboarding/offboarding staff, administering pay, benefits, and leave, and adhering to districts' policies and procedures plus State and Federal Laws.

ESSENTIAL JOB FUNCTIONS*:

1. Manages employee life-cycle administration in a comprehensive manner and as required by law, contract, policy and best practices. Enters and maintains accurate records in the HRIS, personnel files, absence management system and with third-party vendors.
2. Plans and coordinates the recruitment of professional and non-professional staff for the District, ensuring a process to meet District staffing needs, inclusive of vacancy postings and advertisements. Maintains applicant files in accordance with record keeping requirements. Oversees current substitute listing for distribution throughout the District.
3. Develops and coordinates a staff orientation process to include all necessary payroll and personnel paperwork, benefit, policy and organizational information in order to establish with new employees knowledge of their surroundings, employer practices and benefits. Conduct appropriate staff exit interviews.
4. Prepares human resource related policies and procedures and job description development in collaboration with appropriate administrative personnel.
5. Prepares and organizes all personnel employment contracts and letters on a timely basis, ensuring their accuracy and compliance with all collective bargaining agreements. Gain all necessary signatures and approvals and oversee filing of signed and approved contracts and letters.
6. Administers and ensures the effective implementation of the District's benefit program, including but not limited to benefit open enrollment, negotiated changes, health insurance, dental insurance, life insurance, 403b plans, retirement, COBRA, Section 125, Patient Protection and Affordable Care Act compliance. Research new benefits and discounts for employees.
7. Prepares the salary and benefit projection budget for the districts in conjunction with the Accountant for each budget, ensuring placement of the employee on the proper salary step, projection of district benefit cost and accuracy of information. Monitor salary and benefit costs and accuracy of information. Monitor salary and benefit budget lines for appropriate budget transfers.
8. Coordinates with appropriate administrator(s) (e.g. Curriculum, Director of Student Services, Building Principal) to schedule all personnel training activities.
9. Works in conjunction with the Curriculum Department at the Central Office level, to ensure appropriate certification for credentialed staff, assist with reporting on certification to the Department of Education, processing of teacher renewals and assist staff with the alternative certification process.
10. Assists with research pertaining to personnel, including wage and salary surveys; leave analysis; research and reporting needed for negotiations and any other projects as assigned. Respond to surveys and research correspondence from other school districts.
11. Provides support during negotiations. Research pertinent topics and provide financial impact information.
12. Keeps up-to-date on current trends in personnel processes and up to date on State, Federal, and Educational laws, statues, rules and regulations relating to personal administration, advise appropriate parties and ensure

compliance.

13. Other duties as assigned by the Business Administrator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. High level of computer competency with spreadsheet, word processing, and software programs to include finance and HR modules.
2. Strong interpersonal and verbal communication skills including the ability to effectively present information to groups of individuals, maintain effective working relationships within the District, and with other relevant local agencies.
3. Ability to present written documents that are clear, concise and grammatically correct.
4. Ability to work with and cooperate with staff at all levels.
5. Ability to stand and sit for lengthy periods of time.
6. Ability to handle a variety of diverse tasks and to organize work to meet deadlines.
7. Excellent organizational and time management skills.
8. Act with integrity, responsibility and in an ethical manner in all aspects of carrying out the requirements of this position.

WORKING CONDITIONS:

In a normal work day, the employee may be required to combine standing, walking and sitting; continuously sit at the desk, keyboard, etc. for several hours, lift/carry up to fifteen (15) pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally. Some travel required.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

* External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.