

Monroe-Gregg School District Role Description



Job Title: Human Resources Coordinator
Location: Administration Office
Job Group: Classified- Exempt (260 Days)
Reports to: Superintendent

The human resources coordinator is responsible for facilitating all key human resources functions. This includes issues raised by employees and matters related to compliance, recruiting, employment, compensation, benefits, reporting, and performance management. The human resources coordinator works collaboratively to improve HR policies and practices and recommends changes to administration to mitigate risk.

Essential Responsibilities:

- Communicates personnel policies, procedures, and operating practices to employees to assure consistency in administration and compliance.
- Evaluates current personnel policies and operating practices while balancing organizational interests and employee needs. Recommends changes as needed.
- Assures compliance with various federal and state labor laws, regulations, and postings.
- Assures compliance with Board of Education policies and regulations.
- Conducts required 5-year criminal background checks of all employees & maintain records.
- Monitors and tracks teacher licensure records. Works with administration to ensure all licensing requirements are met. Works with the Superintendent to request waivers from the state as needed.
- Confers with administration to determine recruiting needs and works with the superintendent to balance district needs with resources.
- Oversees the new hire process to include job postings, vacancy announcements, background checks, drug screening, fingerprinting, and licensure verifications.
- Participates in interviewing and screening committees as requested.
- Supports administration with ensuring compensation recommendations are in line with the Master Teacher Contract and classified staff career ladder.
- Prepares personnel reports for monthly school board meetings.
- Submits the Indiana New Hire Report bi-weekly.
- Submits current employment statistics to the Bureau of Labor monthly.
- Coordinates the substitute teacher recruitment and hiring process.
- Assures compliance with ADA, EEO, and Equal Pay Act related to hiring and employment.
- Works with the superintendent in establishing and maintaining the benefits philosophy, goals, and objectives.
- Updates and maintains the Monroe-Gregg School District Administrator/Classified Handbook.
- Serves as the go to person for employees with questions regarding the district health plan, dental plan, vision plan, life insurance, disability insurance, Section 125, and other benefits.
- Meets with new hires regarding benefit options and ensures paperwork is completed in a timely manner.
- Reconciles benefit deductions in coordination with the payroll coordinator.
- Acts as a liaison between employees and insurance providers.
- Handles FMLA leaves to include tracking employee time and required paperwork.
- Oversees the sick bank to include tracking time and required paperwork.
- Oversees all worker's compensation claims and acts as a liaison between administration, employees, and medical providers. Completes required OSHA reporting.
- Manages and oversees Frontline Central as the platform for employee related information.
- Manages and oversees employee data in AESOP for employee timekeeping.
- Maintains employee personnel files and the web directory.
- Reports necessary certified employee information for bargaining purposes.
- Prepares employee verifications as needed.
- Designs and maintains job descriptions to effectively communicate expectations and qualifications to applicants and current employees.
- Assists with performance management procedures.
- Issues and updates administration and certified staff contracts.
- Creates an effective yearly review process for classified employees.

- Assists with the termination process.
- Maintains and updates the organizational chart as needed.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Other duties as assigned by the superintendent.

Essential Qualifications:

- Bachelor’s degree in human resources, business, or management.
- Prior experience in human resources, school leadership, or recordkeeping strongly preferred.
- Certification or training in human resource duties preferred.
- Ability to communicate effectively using tact and resourcefulness when dealing with employee relations.
- Must have strong ethics and integrity.
- High degree of proficiency in office procedures and record keeping.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking and standing are required only occasionally.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 25 pounds.

Environmental Conditions:

Works in a school building around others under a fast-paced sometimes stressful environment requiring adherence to multiple deadlines. Work may extend beyond the normal workday. The noise level is usually low. Occasional interaction among unruly students/adults is possible.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX and non-discrimination in general.