

*Approved  
7/28/19*

*A. 9.5*

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11 month*

**SCHOOL DISTRICT OF BRADFORD COUNTY**

**JOB DESCRIPTION**

**COORDINATOR, HUMAN RESOURCES**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution in Human Resources or Educational Leadership.
- (2) Demonstration of supervision/leadership skills in an educational setting.
- (3) Ability to effectively communicate and work cooperatively with others.
- (4) Minimum of three (3) years instructional experience.
- (5) Certification in Administration and Supervision or Ed. Leadership OR Master's Degree or higher in Human Resources.
- (6) Satisfactory criminal background check and drug screening

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of federal and state statutes and rules and School Board policies and procedures governing the employment standards for instructional highly qualified status. Knowledge of State Board rules governing educator certification. Ability to direct and supervise personnel. Decision-making ability within the framework of District guidelines. Ability to communicate effectively orally and in writing. Ability to maintain positive working relationships with school-based administrators and district staff.

**REPORTS TO:** Director of Human Resources

**JOB GOAL:**

To assist the Director of Human Resources with high level administrative functions, including the development and implementation of policies/procedures, and assist in the enhancement of employee relations to meet the educational needs of the students and to carry out the mission of the Bradford County School District.

**SUPERVISES:** Assigned personnel (as applicable)

**PERFORMANCE RESPONSIBILITIES:**

- (1) Assist in the employment process related to the hiring of instructional, non-instructional, and administrative personnel.
- (2) Assist in recruitment of new teachers to Bradford County including organizing recruitment materials and preparing required paperwork to participate in recruitment events.
- (3) Assist in the screening and evaluation of qualifications of applicants who apply to Bradford County via the online application system.
- (4) Assist in presentation/organization of pre-employment meetings for new hires.
- (5) Maintain accurate and complete personnel files and records in digital and/or physical form as required by law, District policy, and administrative regulations.
- (6) Monitor district compliance with applicable state legislation, District policy, and administrative regulation pertaining to Human Resources.

- (7) Manage the District's fingerprinting and criminal history screening program for employees, contractors, and college interns according to FDLE requirements.
- (8) Assist in investigations, record keeping, and reporting of Risk Management/ Worker's Comp cases.
- (9) Coordinate the processing of personnel action forms, application for leave forms, and separation from service forms; list on Board Agenda as applicable.
- (10) Provide support to employees with FRS/DROP enrollment.
- (11) Maintain FMLA paperwork and accurate records, serving as the point of contact for employees in this area.
- (12) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- (13) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- (14) Attend meetings/conferences to promote professional growth and benefit the District.
- (15) Maintain expertise in assigned areas to fulfill project goals and objectives.
- (16) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- (17) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- (18) Respond to inquiries and concerns in a timely manner.
- (19) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- (20) Model and maintain high ethical standards.
- (21) Follow attendance, punctuality and proper dress rules.
- (22) Maintain confidentiality regarding school/workplace matters.
- (23) Serve on school/district committees as required or appropriate.
- (24) Assist in ensuring compliance with the FLDOE's certification requirements.
- (25) Prepare and submit reports required by the Department of Education.
- (26) Provide leadership and training for new employees when appropriate.
- (27) Assist in monitoring compliance with No Child Left Behind related to teacher certification.
- (28) Other duties as assigned by the Director of Human Resources.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and other benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY SCHEDULE:** Administrative