

**WALL TOWNSHIP PUBLIC SCHOOLS
CENTRAL OFFICE**

TITLE: HUMAN RESOURCES COORDINATOR

REPORTS TO: Central Office Administrators

- QUALIFICATIONS:**
- High school diploma
 - Minimum of three years' experience in general or school office work
 - Required criminal history background check and proof of US citizenship or legal resident alien status.
 - Knowledge of automated office equipment
 - Ability to exercise discretion and diplomacy in dealing with confidential and sensitive matters
 - Strong analytical, communication, organizational and human relations skills
 - Strong proficiency in MS Word, Excel, Access, Publisher and Outlook and performs mail merge function in various programs
 - Has knowledge of personnel software

JOB GOAL: To facilitate all activities and functions of the Human Resources Department

PERFORMANCE RESPONSIBILITIES:

- Human Resources Report**
- Collect all information and prepare Human Resources Report
 - Send approval letters
 - Create employee files and collect all required documentation
 - Keep accurate list of vacant positions and new hires
 - Keep accurate list of leaves of absence
 - Print check register and profile for all employees leaving the district for permanent record book
- Hiring Recommendations Paraprofessionals**
- Distribute paraprofessional lists to building administrators for corrections/additions
 - Place administrator paraprofessional information on HR Report
- Employee Lists**
- Maintain current employee lists (tenure, non-tenure, professional and support)
 - Compile and keep current the active substitute list for all professional and support staff
- Fall Report**
- Distribute form to collect data for the personnel part of the fall report
 - Collect and input data, then electronically file the personnel part of the fall report
- New Personnel**
- Place new personnel recommendations on HR Report
 - Schedule appointments for employment paperwork (coordinate with payroll and health benefits)
 - Issue new employee contracts
 - Process all paperwork with county and state
 - Coordinate with the business office and school personnel, to ensure that all preparations are complete for new employee arrival.
- SearchSoft**
- Act as system administrator for SearchSoft application system
- Employee Identification Cards**
- Issue identification cards to new employees
 - Issue replacement identification cards to employees as needed
- Personnel Module**
- Enter all new employees in the Personnel Module (demographic data, salary, experience, job information)
 - Assist in the reclassification of, and salary guide placement for, professional staff members
 - Assist in the preparation of seniority lists for professional and support staff
 - As requested, verify employment for active and inactive employees
 - Maintain and update all personnel data
- Human Resources Webpages**
- Maintain and update information provided on the Human Resources webpages
- Contracts**
- Issue, collect, and file all employee contracts

