

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Human Resources Specialist (Recruitment & Onboarding)
Reports To: Executive Director of Human Resources

SUMMARY

Assists District administrators in the operation and performance of all human resources responsibilities, primarily focusing in the areas of recruitment and onboarding.

QUALIFICATIONS/REQUIREMENTS

Education and/or Experience

- Bachelor's Degree in Business Administration (HR emphasis preferred) or equivalent combination of Human Resources certification* and experience in human resources.
**Note: Human Resources certification (aPHR/PHR or SHRM-CP) can be currently held or will be required within one year of hire.*

Required Skills

- Advanced knowledge of HRIS systems.
- Ability to create and deliver engaging presentations to varied audiences.
- Strong organizational skills.
- Excellent interpersonal, oral, and written communication.
- Detail-oriented with a high degree of follow-through.
- Ability to work under pressure, with frequent interruptions, and meet deadlines with a high level of efficiency and accuracy.
- Initiative and independent judgment, identifying and resolving issues with high levels of critical thinking.
- Ability to maintain confidentiality and handle sensitive information.

ESSENTIAL JOB DUTIES

- Configure, train others on, and improve the use of Application Management Software.
- Serve as liaison for Directors and Building Administrators through the hiring process, including position requisition, posting, closing, and filling of jobs.
- Monitor and maintain job postings on multiple platforms.
- Maintain an up-to-date online application file for prospective candidates.
- Reconcile staffing between and among enrollment projections, Board-approved positions, and software applications (position control).
- Assist in the coordination of recruitment efforts, events, and intensive (such as career fairs, open interview days, and referral incentive programs).
- Create templates for all communications with applicants and potential candidates.
- Process recommendations for hire, offer jobs, and confirm acceptance of employment.
- Process employment recommendation report for the Board of Education.
- Analyze, design, and maintain job descriptions.

ESSENTIAL JOB DUTIES (cont'd)

- Assist in supporting the hiring of Substitutes.
- Prepare annual revisions to orientation materials and employment guides.
- Analyze use of leave and fill-rates throughout the district.
- Provide an organized and engaging employee on-boarding experience.
- Process transfers, promotions and terminations.
- Create or update employment work records.
- Prepare and monitor reports for the purpose of ensuring efficient processes, adhering to Board Policy and legal requirements, and informing decisions (e.g. HR Happenings).
- Collect, synthesize, and evaluate data of varied types and/or for a variety of purposes.
- Utilize pertinent software applications and prepare and maintain accurate records.
- Interpret contract language, Board policy, and laws related to the job functions.
- Work with detailed information, frequent interruptions and adapt to changing priorities.
- Maintain accurate personnel records for all employees in order to provide a comprehensive, efficient, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, staffing, resignation, vacations, absences, tuition reimbursement, and supplemental pay.
- Support the Executive Director of Human Resources.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Executive Director of Human Resources.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy. This is a twelve-month work year.

EVALUATION

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.