ROLE DESCRIPTION

POSITION TITLE: Human Resources Coordinator

WORK LOCATION: Superintendent's Office

REPORTS TO: Director of Human Resources

Primary Job Responsibilities:

- Receive, review and process requests for transfers in accordance with transfer regulations and the needs of the District for support staff
- Conduct exit interviews with support staff employees
- Maintain close contact with all departments and schools in planning and anticipating support staff personnel needs of the District
- Coordinate and present new hire orientations for incoming Support Staff
- Coordinate all benefit enrollments, changes and terminations in health insurance, dental insurance, and flexible spending accounts
- Arrange Wellness Screenings including, flu clinics, and other wellness events throughout the district
- Oversee worker's compensation reports and claims and ensure all reports are filed in a timely manner
- Process Unemployment claims
- Manage leave of absence requests for support staff including FMLA, unpaid leave, bereavement leave and other types of leave
- Oversee substitute hiring process
- Coordinate long term substitute positions
- Prepare and complete all necessary paperwork with support staff retirees
- Counsel with employees to help resolve complaints or difficulties related to salary, benefits, workers compensation claims and other HR related matters as needed
- Process coaching and extra-curricular stipends
- Manage Support Staff (MESSA) sick bank
- Coordinate annual employee and retiree open enrollment with HR Director
- Arrange required trainings through Primex including, but not limited to, Sexual Harassment and Bullying
- Assist with various personnel functions and other related HR duties as needed and assigned

Minimum Requirements:

- Bachelor's degree in Human Resources or Business preferred **or** four years relevant work experience

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- Proficient with Microsoft Suite products, including Word and Excel
- Excellent verbal and written communication skills
- Ability to accurately maintain records
- Maintain a high level of confidentiality

TERMS OF EMPLOYMENT: Year Round, Non-Union Contract

Physical Activity Requirements:

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Lift up to 10 lb.	N	R	O	**F**	C
Lift 11 to 25 lb.	N	R	O	**F**	C
Lift 26 to 50 lb.	N	R	**O**	F	C
Lift over 50 lb.	N	R	**O**	F	C
Carry up to 10 lb.	N	R	O	**F**	C
Carry 11 to 25 lb.	N	R	**O**	F	C
Carry 26 to 50 lb.	N	R	**O**	F	C
Carry over 50 lb.	N	R	**O**	F	C
Twisting	N	R	**O**	F	C
Bending	N	R	**O**	F	C
Crawling	N	R	**O**	F	C
Squatting	N	R	**O**	F	C
Kneeling	N	R	**O**	F	C
Crouching	N	R	**O**	F	C
Climbing	N	R	**O**	F	C
Balancing	N	R	**O**	F	C

Work Surface(s)

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C
Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

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Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instruction/direction from others.
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:

Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures

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