

HR Specialist

DEPARTMENT:	Human Resources	REPORTS TO:	Assistant Superintendent of Human Resources
WORK SCHEDULE:	12 months	COMPENSATION:	Support Salary Schedule
FULL/PART-TIME:	Full Time	FLSA STATUS:	Exempt

Position Description

The Human Resources Specialist supports districtwide HR operations by administering personnel programs, managing employee records, overseeing substitute staffing, maintaining HR information systems, and providing responsive support to employees, administrators, and applicants. This role ensures compliance with district policies and state/federal regulations while promoting a positive employee experience and efficient departmental operations.

Task Title	Essential Job Functions	Percent of Time Spent
Employee & HR Operations Support	<ul style="list-style-type: none"> Develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations of the Kirkwood School District. Assist with employee relations matters and provide guidance to supervisors regarding personnel issues. Maintain strict confidentiality and ensure compliance with employment laws and district policy. Support department initiatives and special projects to enhance HR services. 	20%
Employee Records & Onboarding	<ul style="list-style-type: none"> Maintain complete and accurate employee records within HRIS and payroll systems. Process new employee onboarding, including employment paperwork, background checks, credential verification, and data entry. Record personnel actions (hires, transfers, salary updates, terminations) and communicate changes to internal stakeholders. Monitor certification and licensure compliance and support employees with renewal processes. 	35%
Substitute Teacher Management	<ul style="list-style-type: none"> Manage daily substitute teacher placement to ensure appropriate staffing in schools. Recruit substitute teachers, conduct interviews, complete employment paperwork, run background checks, provide guidance, work direction, termination, and information to substitute personnel. Monitor absence management software; troubleshoot issues and ensure accurate payroll records. 	20%
HRIS & Technology Support	<ul style="list-style-type: none"> Oversee HR systems including Frontline Central, Professional Growth, Recruiting and Hiring, EAC and HR website. Train staff on HR systems use and best practices Troubleshoot system issues and partner with technology support. 	15%
Communication & Reporting	<ul style="list-style-type: none"> Ensure accurate information is reported to DESE and other entities. Obtain, verify, and submit data on behalf of the district for state and District reporting purposes. Maintain and distribute current employee information. Prepare, compile, proof, distribute, and cross check various reports, surveys, staff communications, and requests. 	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Section of a department or group (substitute teachers)
- **Supervisory Activities:** Developing or training, directing, disciplining, hiring, investigating, orienting or onboarding, terminating
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education & Experience:** The following combinations meet the minimum requirements:
 - Bachelor's degree and two or more years of related work experience.
 - Two years of college/associate degree and 4 or more years of related work experience.
 - High school diploma and 6 or more years of related work experience

Preferred

- Professional HR certification
- Experience in a school district or public sector HR environment.

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
- **Intermediate:**
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- **Advanced:**
 - Administrative: Administrative and office procedures, functions, and basic office tasks,
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Computers/IT: Electronic equipment, and computer hardware, software, and applications including word processing, spreadsheet, Google Suite, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, and other design software.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy and employment laws and regulations.
- **Expert:**
 - Human Resources: Principles and procedures for staff selection, compensation, labor relations, and HR information systems.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Active learning, Active listening, Critical thinking, Learning strategies, Monitoring, Management of personnel resources, Instructing, Service orientation, Social perceptiveness, Systems analysis
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Speaking, Writing, Time management, Coordination, Systems evaluation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Management of financial resources, Persuasion, Complex problem solving, Judgment and decision making, Operations analysis, Programming, Quality control analysis, Technology design
- **Rarely (Less than 1 hour or 12% of the day):** Negotiation, Equipment maintenance, Equipment selection, Installation, Operation and control, Operation monitoring, Troubleshooting, Science

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Sitting, Finger Dexterity, Repetitive motion, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Walking
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Crouching/Kneeling, Standing, Carrying/Lifting, Reaching

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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