RSU No. 5 Durham ~ Freeport ~ Pownal
Human Resources Coordinator Job Description
Classified Support

QUALIFICATIONS:

1. Associate Degree in Accounting or two or more years proven history of related experience required.
2. Working knowledge of bookkeeping fundamentals required.
3. Computer skills: data entry, word processing, spreadsheets, online registration and data management systems.
4. Payroll financial software experience preferred.
5. Knowledge of general office practices and procedures and ability to handle sensitive and confidential information.

REPORTS TO:

Director of Finance and Human Resources

JOB GOAL:

To ensure orderly functioning of the human resource operations of RSU No. 5. Develop and maintain a complete and accurate set of personnel records regarding all human resource matters related to personnel, in accordance with all State and Federal laws and requirements governing school system personnel.

PERFORMANCE RESPONSIBILITIES:

1. Maintains professional customer service with employees, colleagues, and outside agencies.
2. Maintains accurate listing of vacancy postings in applicant database.
3. Receives, reviews, then routes employment nomination materials, and maintains repository of unused applications.
4. Conducts “new hire” orientation by distributing and reviewing all relevant on-boarding forms applicable to employee.
5. Updates and maintains NEO staff requirements.
6. Manages the following processes: Worker’s Compensation, Income Protection, Requests for leave (FMLA, State Medical Leave, Leave of Absence, PFML), OSHA compliance, COBRA, mandatory labor postings, pre-employment screenings for Transportation, Operations, and School Nutrition, and drug screenings for Bus Drivers.
7. Maintains absence/substitute management system.
8. Processes applications, performs necessary reference, background, and sex offender registry checks for all staff, substitutes, and volunteers.
9. Understands and complies with collective bargaining agreement offerings, obligations, and timelines.
10. Maintains seniority lists and sick bank listings.

11. Maintains current certification information for all professional personnel, authorization information for support personnel, and corresponds with employee and the Department of Education Certification office on such matters.
12. Prepares and disseminates annual reasonable assurance letters, educator contracts, and support staff wage notifications.
13. Enrolls and terminates staff in third party benefit vendors platforms.
14. Develops and maintains personnel files including but not limited to, records of employee compensation, benefit elections, certifications, licensing, fingerprinting, trainings, and evaluations.
15. Maintains RSU No. 5 databases regarding employee, substitute, volunteer, contracted service providers and student teacher information.
16. Maintains system wide files for personnel who transport students in private vehicles and district vans.
17. Participate in talent recruit and acquisition activities.
18. Develop and implement employee engagement and retention activities.
19. Complies with all Federal and State mandates relevant to human resource laws.
20. Assists the Assistant Superintendent in the planning of and participates fully in the New Educator Induction.
21. Supports payroll processing as needed.
22. Works cooperatively with other members of the Central Office.
23. Assists the Director of Finance and Human Resources in the annual audit process.
24. Performs other duties as may be assigned by the Director of Finance and Human Resources and/or the Superintendent.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows chain of command for various administrative procedures or concerns
6. Observes Board and school policy.
7. Meets and follows all State and federal laws and regulations.

EVALUATION:

Evaluated annually by the Director of Finance and Human Resources.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature: _____ Date:_____

Original to Personnel
File Copy to Employee
Adopted: 5/27/09; Amended: 5/25/11; Amended 11/27/18; Amended 01/06/23; Amended 07/15/26