

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7284
Pay Grade: E04

FLSA: Exempt
PTS

SENIOR HUMAN RESOURCES COORDINATOR

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university and five (5) years of progressively responsible related professional and/or educational experience. Demonstrated experience in organizing and coordinating programs or processes.

PREFERRED:

Human Resources experience in the recruitment or selection of personnel and/or classroom teaching experience or demonstrated knowledge of federal teacher quality requirements.

MAJOR FUNCTION

The Senior Human Resources Coordinator is responsible for the development and coordination of the district's recruitment and retention program, credentialing services, compliance, and placement for the district. Work is performed independently and is reviewed through observation and evaluation.

ESSENTIAL RESPONSIBILITIES

- Works independently and in assigned teams within assigned areas of expertise, exercising sound judgment and professional discretion in carrying out responsibilities.
- Collaborates with internal and external stakeholders to develop, implement, and maintain accurate, effective, and efficient processes and services.
- Provides information, guidance, and support to administrators, employees, applicants, stakeholders, and the public regarding assigned programs, services, policies, and procedures.
- Maintains and applies in-depth knowledge of human capital, adult learning, professional learning, credentialing, and workforce development practices to support the recruitment, development, and retention of instructional, support, and administrative personnel.
- Administers, directs, and coordinates program components of professional learning related to support services, teacher, and management training; to include leadership development, restructuring, school improvement, and state-mandated programs.
- Interprets and applies applicable state, local, and district policies and requirements.
- Utilizes workforce data and trend analysis to identify current and future staffing needs and develop strategies to support recruitment, retention, employee development, credentialing, and compliance with applicable regulatory requirements.
- Coordinates district initiatives with state colleges of education and the Florida Department of Education (FLDOE).
- Prepares written material regarding state and local laws, as well as district requirements, and other appropriate materials.
- Utilizes Human Resources Information Systems (HRIS) to document compliance with local, state, and federal requirements.
- Recommends advance contract or binder offers of employment.
- Collaborates and communicates effectively with staff and other stakeholders to provide knowledge, training, and support to design and facilitate professional learning strategies, best practices, and compliance with district and state requirements.
- Builds capacity among district and school staff to provide ongoing, job-embedded professional learning.
- Assists in the recruitment and onboarding of instructional employees, aligning support systems to ensure a seamless and engaging transition for new hires.
- Allocates resources to plan and facilitate implementation of training throughout the district for all employees.
- Coordinates the implementation and ongoing administration of evaluation systems and processes.

SENIOR HUMAN RESOURCES COORDINATOR

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Directs and oversees the planning, development, implementation, approval, and compliance of the district's Professional Learning Catalog, including the submission of required professional development plans and documentation to the Florida Department of Education in accordance with applicable laws and regulations.
- Coordinates activities related to external partnerships for the department and participates in professional development budget planning, budget management, and recordkeeping processes.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 6/00 PBL; BOARD APPROVED: 6/13/00; REVISED PREFERRED: 8/05 AK; REVISED MF, D&R, PREFERRED: 7/06 AK; REVISED MF, D&R: 1/07 AK; REVISED FORMAT, TITLE, SALARY SCHEDULE, MF, ER, ADA, 2/13 LM; BOARD APPROVED: 4/09/13; REVISED: RT, MF, ER 06/11/26 MV;

SENIOR HUMAN RESOURCES COORDINATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time		X			
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Human Resources Coordinator – PTS