JOB DESCRIPTION

JOB INFORMATION

TITLE: Human Resources Coordinator

EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES: 519
SHIFT:	232 days at 7.75 hours/day	
TERM OF EMPLOYMENT:	Per Classified Compensation Plan	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	District Administration Offices	
RATE OF COMPENSATION:	Per Classified Compensation Plan	
FSLA:	Non-Exempt	
Last Edited On:	07/16/2026	Board Approval Date: 08/03/2026

ORGANIZATION

DEPARTMENT: Administration REPORTS TO: Assistant Superintendent

JOB SUMMARY

SUMMARY:
As the Human Resources Coordinator, this individual is responsible for the behind the scenes work that supports the District's personnel functions, such as scheduling interviews, maintaining employee records, processing new-hire paperwork, support benefits enrollment, and ensuring compliance with company and state regulations, under the direction of the Assistant Superintendent.

QUALIFICATIONS:
The Human Resources Coordinator shall:

a. Have two to three (2-3) years as an administrative assistant in public education and the private sector within the Human Resources or Payroll Department and have a High School, post-secondary certificate or equivalent degree;
b. Have the ability to perform a variety of highly independent and complex tasks; to communicate effectively; and to make independent decisions and accurately interpret policies and regulations; and
c. Have strong organizational skills; and knowledge of computer programs and commercial office productivity software.

SCOPE OF RESPONSIBILITIES:

a. General Human Resource and Personnel Support Functions
b. Workers' Compensation
c. Clearances and Building Access Control

ESSENTIAL FUNCTIONS

GENERAL HUMAN RESOURCES and PERSONNEL SUPPORT FUNCTIONS

a. Responsible for all input and routine quality control of the Personnel management software(s);
b. Manage and serve as main contact for the district's online employment portal and employee electronic records software. Duties implemented within this application include:
    1. Job postings;
    2. Application and interview process coordination;
    3. Annual Professional, Paraprofessional, and Extra Duty intention process coordination;
    4. Annual District-wide Registration and Annual Notice process;
    5. Employment onboarding and demographic related processes; and
    6. District forms distribution and data collections, as needed.
c. Maintain the Professional and Classified Handbooks;
d. Maintain the Human Resources webpage on the District Intranet and Intranet;
e. Assist with staff recruitment actions;
f. Extend recruitment efforts to social medias and print publications when needed;
g. New Hire Orientation;
h. Coordinate and maintain the district's compliance software;
i. Track the annual mandated training completion by all employees;
j. Forward yearly and required periodic classified staff evaluations to supervisors and ensure their timely return;
k. Update Federal and state posting requirements;
l. Attend the CAIU Human Resources Advisory Committee meetings and solicitor sponsored training events with the Assistant Superintendent when topics are applicable to department responsibilities;
m. Discuss preparations for the annual open enrollment, coordinate meetings, and attend all open enrollment meetings;
n. Assist with the District's Substitute contractor, substitute management functions and staff attendance maintenance;
o. Reconcile substitute billing weekly invoices;
p. Assist in organizing and providing needed data for district reports as needed by Administration; and
q. Learn and be prepared to perform duties of Payroll Coordinator, process one pay annually.

WORKERS' COMPENSATION

a. Maintain a record of all current Workers' Compensation policies;
b. Prepare claims pertaining to Workers' Compensation insurance for district employees;
c. Notify employee of posted panel of medical providers;
d. Forward necessary paperwork to employee and carrier for completion to ensure payment of medical expenses;
e. Coordinate and process all Workers' Compensation insurance carrier claims' report and track any lost time for injured employee and notify the business office of lost time due to injury; and
f. Advocate for employee and District as needed throughout the entire claim life cycle.

CLEARANCE AND BUILDING ACCESS CONTROL

a. Maintain and coordinate all clearances functions and required training process for all groups including employees, volunteers, contracted services, and construction process;
b. Send, review, and archive all Act 168 correspondences; and
c. Serve as the main contact and control for ID badge and swipe card distribution and ID badge printing.

MISCELLANEOUS RESPONSIBILITIES

The Human Resources Coordinator shall also:

a. Engage in professional learning as necessary to effectively perform all responsibilities of the position;
b. Participate with the Wellness Leadership Committee;
c. Membership with Certified Safety Committee; and
d. Perform other duties as directed by District Administration.

WORK ENVIRONMENT

a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for extended periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be courteous and able to effectively manage students.
b. Must be able to interact well with various publics and individuals.
c. Must be able to work as a member of a team.
d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a classroom with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.