

**Job Title:** COORDINATOR, HUMAN RESOURCES  
**Reports to:** Senior Human Resources Coordinator  
**Dept./School:** Human Resources  
**Wage/Hour Status:** Exempt  
**Date Revised:** March 24, 2025

### **Primary Purpose**

The job of Human Resources Coordinator was established for a purpose of providing support to the delivery of human resource services with specific responsibility for providing information to substitute employees regarding policies and regulations; addressing a variety of issues and/or providing general support; maintaining records, files and databases of personnel actions, evaluations, and longevity; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements and preparing new hire documentation.

### **QUALIFICATIONS**

#### **Education**

60 Semester college hours or an Associate's degree, preferred  
TASBO Certification, preferred

#### **Special Knowledge/Skills**

Ability to effectively manage multiple projects and responsibilities at the same time  
Knowledge of school employment law, personnel law, and state and local policy  
Ability to implement policies and procedures  
Strong communication, public relations, organizational, and interpersonal skills  
Ability to implement certification rules and procedures

#### **Experience**

Three to five years of successful administrative experience, preferred  
Administrative or Human Resource experience in public school, preferred

### **MAJOR RESPONSIBILITIES AND DUTIES**

#### **Employment**

1. Work cooperatively with the Senior Human Resources Coordinator to help identify and define district human resource needs.
2. Coordinate and monitor the day-to-day operations of staffing, wage and salary administration (e.g. processing applications, reviewing interview/recommendation listings, collecting proper documentation, inputting substitute data, analyzing transcripts and references, preparing announcements of vacancies, retention of substitutes, interim positions, permanent positions, summer school positions, etc.) for meeting district staffing requirements while complying with established guidelines.
3. Meet with many applicants to answer questions regarding requirements for vacancies.
4. Verify and ensure input accuracy of employee demographics, credentials, etc.
5. Respond to written and verbal inquiries from a variety of internal and external sources (e.g. substitutes, teachers, administrators, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
6. Collaborate and assist the Teacher Incentive Allotment and Talent Development Coordinator in the development, recruitment and retention strategies for District personnel. Including recommending, scheduling, and attending job fairs.
7. Work with campus administrators to aid them in the selection process for employees.
8. Coordinate, process, and ensure proper background and/or state and national criminal screenings utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements for all employees, volunteers and vendors. Including obtaining all documents necessary for fingerprint and scheduling appointments, and reviewing the results on all employees.

9. Meet with all Applicants or Volunteers to resolve any background issues and discuss with Chief Financial Officer.
10. Maintain current knowledge of laws, rules, and regulations relating to issues of labor and employment including District Policy.
11. Inform the Senior Human Resources Coordinator of the employment status of personnel and any problem relating to or affecting staff.
12. Ensure all federal and state status applicable to equal employment opportunity and minority practices are carefully observed and practiced by all District staff.
13. Maintain records as required by the federal, state government, and board policies and assist in the preparation of reports.
14. Assist with job assignments, reassignments, transfers-of professional/support staff including preparation of new hire and employee reassignment letters.
15. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices appropriate to the job assignment.
16. Review, monitor, analyze, report, and/or make recommendations for the improvement and ongoing effectiveness of Human Resources Department.
17. Demonstrate behavior that is professional, ethical and responsible, as well as serving as a role model for all District staff.

#### **Certification and Licensing**

18. Assist applicants and employees with certification applications. Verify certification with the Texas State Board for Educator Certification (SBEC), universities, colleges, alternative certification programs, and education agencies in other states.
19. Process SBEC permit applications/payment and monitor certification status.
20. Track certification, testing and permit status and communicate with employees to ensure completion of certification requirements.
21. Serve as the point of contact for administrators, employees and applicants on certification issues.
22. Maintain current knowledge of certification/licensure requirements pertaining to assignments.

#### **Substitutes**

23. Collaborate with the Human Resources Substitute Specialist to ensure efficiency of substitute program.

#### **Other**

24. Assist in analyzing data from exit interview.
25. Provide support to campus personnel as needed.
26. Work collaboratively with the Human Resource Information Systems Coordinator.
27. Assist the Senior Human Resources Coordinator with other personnel issues as requested.
28. Support the Senior Human Resources Coordinator for the purpose of assisting in the performance of their work activities.
29. Use information and insights provided through assessment instruments, the District appraisal process, surveys, feedback from supervisors, and professional development programs to improve job-related performance.
30. Ensure preparation and accuracy of the Professional new hire board packet and spreadsheet for monthly and called meetings before submission to Senior Human Resources Coordinator.
31. Perform other duties assigned by supervisor.
32. Maintain confidentiality of information.
33. Oversee activities for Teacher Appreciation/Teacher of the Year celebration.

### **EQUIPMENT USED**

Personal computer, scanner, printer, copier, fax machine, calculator and shredder.

### **WORKING CONDITIONS**

#### **Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer and phone. Regular irregular hours (e.g., early morning).

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_