

Job Title: Senior Human Resources Coordinator
Reports to: Chief Financial Officer
Dept./School: Human Resources
Wage/Hour Status: Exempt
Date Revised: January 21, 2025

Primary Purpose

Develops the vision, mission, goals and objectives for human resources in collaboration with other district leaders to ensure that SFDRCISD recruits, maintains, develops, recognizes and rewards a high quality workforce that can manage ongoing change successfully while meeting the diverse needs of students, parents and the community. Work involves directing the development and/or coordination of programs and policies in such personnel components as recruitment, staffing, employee relations, employee benefits, insurance, employee health services, leave administration, and risk management. Employee is also responsible for addressing employee complaints or concerns and acting as liaison to outside organizations and agencies involved in school personnel matters.

QUALIFICATIONS

Education/Certification:

Bachelor's Degree
Master's Degree preferred

Special Knowledge/Skills:

Knowledge of the selection, training, and supervision of personnel
Knowledge of wage and salary, benefits, and performance appraisal administration
Knowledge of general school employment law and hearing procedures
Ability to interpret and implement policy, procedures, and data
Ability to use software to develop spreadsheets, perform data analysis, and do word processing
Ability to manage budget and personnel
Strong communication, public relations, and interpersonal skills

Experience:

Human Resource Management/Administrative experience preferred

MAJOR RESPONSIBILITIES AND DUTIES

Human Resources Department Management

1. Assist in implementing a plan for addressing HR training needs throughout the school district and develop and plan training programs to meet the established needs. Oversee and implement both on-going and special interest training programs.
2. Direct the day-to-day operations of the human resources department, including planning, development, coordination, and evaluation of operations and implementing department goals and objectives.
3. Supervise, evaluate, and provide guidance for the job performance of Employee Benefits and Support Services Coordinator, Employee Benefits Secretary, HRIS Coordinator, HR Coordinator, TIA & Talent Development Coordinator, HR Specialists, HR Substitute Specialist, Secretary to the Senior HR Coordinator and the District Receptionist.
4. Oversee and coordinate employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.
5. Assist with selection, training, supervision, and evaluation of HR staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
6. Ensure district compliance with federal and state laws and regulations and school board policy.

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Employment

7. Support efforts to work with principals and other administrators to forecast staffing needs and develop staffing plans. Develop and implement recruitment and retention strategies and a screening and selection process for all employees.
8. Ensure that all teachers are highly qualified and have the appropriate credentials for assignments.
9. Maintain a system for new employees to acquire appropriate information, support, and training necessary for success on the job.

Compensation and Benefits

10. Oversee and manage the district's compensation program including job descriptions, salary surveys, and position reclassifications.
11. Implement, administer, and monitor procedures for salary administration and placement of new hires.
12. Provide oversight of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs including overseeing relationships with insurance vendors and third party administrators.

Employee Relations

13. Take a proactive role in identifying and responding to employee issues; work in collaboration with district leadership to ensure preemptive and effective employee communications.
14. Support administration of the employee grievance procedures adopted by the board with investigation, analysis, and decision-making process regarding personnel problems and/or other related policy issues.
15. Interpret policies and procedures and ensure support of directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters and procedures.
16. Conduct annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Coordinate effective districtwide employee recognition programs.
17. Update employee handbook and personnel directory annually and distribute to employees. Ensure procedures are followed to inform employees of personnel policies, procedures, and programs that affect them.

Records

18. Support personnel records management and help ensure compliance with the state records management program.
19. Compile, maintain, and file all reports, records, and other documents as required.

Other

20. Prepare and deliver written and oral presentations on HR and management issues to employees.
21. Attend board meetings regularly and make presentations to the board.
22. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly.

- 23. Ensure compliance with local, state and federal employment laws. Stay abreast of state and federal public policy changes that could impact the district.
- 24. Maintain confidentiality of information.
- 25. Perform other duties assigned by the Superintendent.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent district-wide and state-wide travel; occasional prolonged and irregular hours.

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.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____