

**Job Title:** COORDINATOR, HUMAN RESOURCES INFORMATION SYSTEMS  
**Report to:** Chief Human Resources Officer  
**Dept/School:** Human Resources  
**Wage/Hour Status:** Exempt  
**Date Revised:** September 18, 2017

### **Primary Purpose**

Ensure district compliance with state and federal Every Student Succeeds Act (ESSA) certification and licensing requirements. Maintain Skyward database to ensure accurate payroll and budget data for current year and salary negotiations. Communicate frequently with applicants, employees, administrators, and other outside agencies.

## **QUALIFICATIONS**

### **Education/Certification**

60 Semester college hours or an Associate's degree

### **Special Knowledge/Skills**

Proficient skills in typing/word processing (35 wpm) and file maintenance  
Ability to interpret and implement certification rules and procedures  
Ability to use personal computer, word processing and current software to develop spreadsheets and databases  
Excellent organizational and interpersonal skills  
Effective written, verbal and communication skills  
Excellent customer service skills  
Able to manage multiple priorities, meet deadlines, and follow through on work assignments with minimum supervision  
Critical thinking skills and an ability to work independently and as part of a team are essential  
Ability to exercise discretion, initiative and good judgment

### **Experience**

Three years' experience in the technology and education field, preferably in public education environment  
Understanding of data management  
Understanding of office file management  
Intermediate to advance proficiency in Excel  
Basic understanding of Payroll solutions and processing preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Certification and Licensing**

1. 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.
2. Provide guidance to district administrators and the Chief Human Resources Officer in assignment of teachers according to SBEC assignment criteria and ESSA guidelines.
3. Assist applicants with the certification process to include the Statement of Qualifications (SOQ). Coordinates with appropriate universities to obtain the CERT-014 (Approval for Vocational Instruction) and CERT-003R93 (Deficiency Plan). Upon approval from SBEC makes the necessary payroll updates.

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4. Maintain certification updates in the Skyward database to maintain compliance with SBEC rules and federal ESSA guidelines to ensure 100% reporting on all core area teachers and instructional aides.
5. Generate, maintain and submit the Texas Education Agency (TEA) eGrants reports for the Annual Highly Qualified Submission on behalf of the district.
6. Process SBEC permit applications and monitor certification status.
7. Track certification, testing and permit status and communicate with employees to ensure completion of certification requirements and to ensure renewal of Standard certifications are completed prior to the expiration dates.
8. Serve as the point of contact for administrators, employees and applicants on certification issues.
9. Attend trainings to maintain current with job requirements.

#### **Maintenance of Physical and System Records**

10. Ensure all data is updated in the Skyward database and documents are filed correctly in the employee's physical folder.
11. Prepare, maintain and update service records and Loan Forgiveness documentation on all permanent or prior district personnel.
12. Prepare and distribute the annual Salary and Assignment, Stipend notices for all permanent district personnel.
13. Prepare and distribute annual Letters of Reasonable Assurance for District Para-Professional, Hourly and Substitute personnel.
14. Maintain Skyward and TSDS systems with name changes and new hire data. Inform all required departments of name change.
15. Maintain the accuracy of all employee files.

#### **Payroll and Budgeting**

16. Input of new hire demographics with assignment, credentials and Board/Superintendent Approved Salary.
17. Verify all in-coming service records to place new employee on appropriate salary.
18. Export payroll data to the payroll department for each bi-monthly payroll
19. Export payroll data to the payroll department for the new approved salary data for the new school year data.
20. Initiate, update and maintain all Skyward database tables for Employment Management and Salary Negotiations. (System calendars, salary matrices, benefit tables and general code tables).
21. Initiate, update and maintain all salary and fringe benefit data during the Salary Negotiations phase of the district budgeting process. This includes creating an initial Benchmark file, salary step file and continuing update files for the budget department and Chief Financial Officer (CFO).
22. Prepare salary studies for present and potential employees.

23. Prepare Personnel and Salary Adjustment documentation presented at monthly Board Meeting.
24. Serve as a liaison between Payroll and all employees by troubleshooting payroll questions and request.

#### **Public Education Information Management System (PEIMS)**

25. Maintain the PEIMS database on all permanent district personnel throughout school year.
26. Submit the final fall, mid-year and summer Business PEIMS files.
27. Attend annual PEIMS training at the Education Service Center (ESC) XV and provide all necessary updates to campus personnel.

#### **Skyward**

28. Provide training sessions to district personnel on Skyward "Employee Access" on an as needed basis.
29. Update and maintain employee Skyward login and passwords.
30. Attend annual Texas Skyward Users Group Conference on behalf of district
31. Work with the Skyward and ISCORP programmers and technicians to maximize the effectiveness of the software to enhance the Human Resources Department.
32. Provide training or assistance to Finance Coordinator on Skyward processes (calendars, matrices, codes)

#### **T-TESS**

33. Prepare, distribute and maintain Texas Teacher Evaluation and Support System (T-TESS) documentation and data within Skyward database.

#### **New Teacher Orientation**

34. Meet with new hires at New Teacher Orientation to ensure completion of all required documentation needed.

#### **Evaluations**

35. Ensure all professional evaluations are completed, received, updated and filed.

#### **Employment Contracts**

36. Prepare, distribute, and collect Professional Staff Renewal/Non-Renewal Recommendation rosters to and from campus leaders for recommendation of staff members with expiring employment contracts.
37. Prepare contract renewal rosters for Board Member approval.
38. Prepare, distribute and collect employment contracts for employees who will have an expiring contract at the end of the current school year.

**Applitrack**

- 39. Work with Applitrack programmers to create and distribute automated Human Resources documents requiring signature. (i.e. Contracts)
- 40. Assist applicants with Applitrack passwords.

**Other**

- 41. Assist with various research and/or special projects or reports.
- 42. Manage file retention which includes active employees, I9's, termination files, etc.
- 43. Coordinate the district retirement ceremony.
- 44. Prepare reports, surveys, etc. to comply with requests from Texas Education Agency, Texas Association of School Boards, Texas Association of Administrators, Education Service Centers, U.S. Census Bureau, and others, as requested.
- 45. Maintain and update the Human Resources link on the district's website.
- 46. Calculate monthly Air Force JROTC M.I.P. (Minimum Instructor Pay)
- 47. Maintain confidentiality of information.
- 48. Perform other duties as assigned by the Chief Human Resources Officer or designee.
- 49. Coordinate with the technology department for issuance of ID badges to new employees.

**EQUIPMENT USED**

Computer, scanners, digital cameras, printer, telephone, copier, fax, typewriter, shredder, decollators and burster.

**WORKING CONDITIONS**

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

Work with frequent interruptions, maintain control under stress.  
 Repetitive hand motions and prolonged use of computer.  
 Ability to determine problems areas and make recommendations for correction.  
 Ability to work with little to no supervision.

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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:** \_\_\_\_\_