

Job Title: COORDINATOR, HUMAN RESOURCES
Reports to: Chief Human Resources Officer
Dept./School: Human Resources
Wage/Hour Status: Exempt
Date Revised: July 23, 2018

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

Bachelor's degree, 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

Ability to manage budget and personnel

Strong communication, public relations, organizational, and interpersonal skills

Ability to implement certification rules and procedures

Experience

Three to five years of successful administrative experience or

Human Resource experience in public school, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Employment

1. Work cooperatively with the Chief Human Resources Officer to help define human resource needs.
2. Monitor a variety of processes for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
3. Coordinate employment process (e.g. processing applications, inputting substitute data, analyzing transcripts and references, preparing announcements of vacancies, retention of substitutes, interim positions, permanent positions, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
4. Develop a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
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. Troubleshoot substitute calling system for the purpose of ensuring the efficient and effective functioning of the program so that the instructional needs of students are met and provide training sessions to district employees for AppliTrack and AESOP usage.

7. Support the Chief Human Resources Officer for the purpose of assisting in the performance of their work activities.
8. Assist in the development recruitment and retention strategies for District personnel. Including recommending, scheduling, and attending job fairs.
9. Work with campus administrators to aide them in the selection process for employees.
10. Schedule, prepare, and perform orientation programs for new employees.
11. Work with staff to ensure all employees have proper background screenings including employees, volunteers, and vendors.
12. Coordinate state and national criminal background checks utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements.
13. Maintain current knowledge of laws, rules, and regulations relating to issues of labor and employment including EEOC, ELSA, Title IX, and District Policy.
14. Inform the Chief Human Resources Officer of the employment status of personnel and any problem relating to or affecting staff.
15. Assist with the annual review of the District's employee handbook.
16. Ensure all federal and state status applicable to equal employment opportunity and minority practices are carefully observed and practiced by all District staff.
17. Maintain records as required by the federal, state government, and board policies and assist in the preparation of reports.
18. Prepare and revise of all professional and paraprofessional job descriptions as well as job evaluation and classifications.
19. Assist in planning, facilitating and presenting staff development on topics of legal significance
20. Assist with job assignments, reassignments, transfers, of professional/support staff including preparation of new hire and employee reassignment letters.
21. Monitor District vacancy and employment needs.
22. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices appropriate to the job assignment.
23. Review, monitor, analyze, report, and make recommendations for the improvement and ongoing effectiveness of Human Resources Department.
24. 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.
25. Demonstrate behavior that is professional, ethical and responsible, as well as serving as a role model for all District staff.

Substitutes

26. Oversee teacher substitute program. Create guidelines outlining substitute teacher duties and maintain handbook.
27. Assist New Teacher Mentor Program.
28. Provide support to campus personnel as needed.

29. Assist in analyzing data from exit interview.
30. Input information on AESOP for Substitutes and Employees and maintain current data such as telephone numbers, education and certification.
31. Provide training sessions on a one to one basis on AESOP for substitutes as needed.
32. Prepare and submit information required for processing auxiliary and substitute employee payroll.
33. Work cooperatively with payroll and other HR staff to ensure accuracy of leave reports and substitute pay.

Records, Reports, and Correspondence

34. Input demographic information to process background checks on prospective employees/substitutes/volunteers and maintain records.
35. Maintain active substitute lists and distribute to campus principals.
36. Prepare advertisements and purchase orders for publishing in the newspaper for some vacant positions and EOC requirements.
37. Meet with all Applicants or Volunteers to resolve any background issues and discuss with Chief Human Resources and Instructional Support Officer.
38. Meet with many applicants to answer questions regarding requirements for vacancies
39. Obtain all documents necessary for fingerprint and schedule appointments and review results on all employees and substitutes.
40. Maintain all fingerprint information and records.
41. Assure that all Labor Law Posters are updated and that we are in compliance.

Other

42. Work collaboratively with the Human Resource Information Systems Coordinator.
43. Assist the Chief Human Resources Officer with other personnel issues as requested.
44. Review interview lists and recommendations on all new hires and assists when necessary to assure proper documentation.
45. Prepare the Professional new hire board agenda spreadsheet for monthly and called meetings.
46. Perform other duties assigned by supervisor.
47. Maintain confidentiality of information.
48. Available for training sessions to para professional employees as needed.

Supervisory Responsibilities

49. Supervise in the absence of the Chief Human Resources Officer.

EQUIPMENT USED

Personal computer, typewriter, printer, copier, fax machine, calculator and answering machine.

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).

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:** _____