

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

Primary Purpose

Maintain Skyward database to ensure accurate payroll and budget data for current year and salary negotiations. Administer the collection, integration and/or formatting of the district's business PEIMS data. Ensure the integrity and accuracy of all district financial data reported to Texas and federal education agencies through PEIMS and other ancillary reporting collections

QUALIFICATIONS

Education/Certification

Bachelor's degree from an accredited university
TASBO Certification, preferred

Special Knowledge/Skills

Excellent customer service skills
Strong data analytical abilities and attention to detail
Knowledge of Employee Finance and Human Resources Information Systems (Skyward)
Ability to interpret and implement certification rules, law, policy 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
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 or education field, preferably in public education environment
Understanding of data management and office file management
Intermediate to advanced proficiency in Excel
Basic understanding of Payroll solutions and processing, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Employment

1. Maintain current knowledge of laws, rules, and regulations relating to issues of labor and employment including District Policy.
2. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices appropriate to the job assignment.
3. Review, monitor, analyze, report, and/or make recommendations for the improvement and ongoing effectiveness of the Human Resources Department.
4. Demonstrate behavior that is professional, ethical and responsible, as well as serving as a role model for all District staff.

Certification and Licensing

5. Provide guidance to district administrators and the Senior Human Resources Coordinator in assignment of teachers according to SBEC assignment criteria and ESSA guidelines and other certification related issues.
6. Track certification/permit status and communicate with employees to ensure renewal of Standard certifications are completed prior to the expiration dates. Including updating all required databases.
7. Monitor & 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.
8. Maintain current knowledge of certification/licensure requirements pertaining to assignments.

Maintenance of Physical and System Records

9. Ensure all data is updated in the Skyward database and documents are filed correctly in the employee's physical folder.
10. Prepare, maintain and update service records and Loan Forgiveness documentation on all permanent or prior district personnel.
11. Prepare and distribute the annual Salary and Assignment, Stipend notices for all permanent district personnel.
12. Provide the annual Letters of Reasonable Assurance listing for District Para-Professional, Hourly, Substitute personnel and oversee the distribution and collection.
13. Maintain the accuracy of all employee files.

Payroll and Budgeting

14. Export payroll data to the payroll department for the new approved salary data for the new school year data during budget phase.
15. Initiate, update and maintain all Skyward database tables for Employment Management and Salary Negotiations. (System calendars, salary matrices, benefit tables and general code tables).
16. 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).
17. Serve as a liaison between Payroll, PEIMS and all employees by troubleshooting questions and requests.
18. Input and verify new hire demographics with assignment, credentials and Board/Superintendent Approved Salary.
19. Export payroll data for all district employees to the payroll department for each bi-monthly payroll.

Public Education Information Management System (PEIMS)

20. Maintain the PEIMS database on all permanent district personnel throughout school year.
21. Submit Fall PEIMS, TSDS ECDS Kindergarten, Winter Class Roster, TSDS ECDS Pre-Kindergarten, Extended-Year PEIMS Business files.

22. Attend annual PEIMS training at the Education Service Center (ESC) XV and provide all necessary updates to campus personnel.
23. Maintain Skyward and TSDS systems with name changes and new hire data. Inform all required departments of name change.

Skyward

24. Attend annual Texas Skyward Users Group Conference on behalf of district.
25. Work with Skyward and ISCOPR programmers and technicians to maximize the effectiveness of the software to enhance the Human Resources Department.

Employment Contracts

26. 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.
27. Prepare contract renewal rosters for Board Member approval.
28. Prepare, distribute and collect employment contracts for employees who will have an expiring contract at the end of the current school year.

Employee Benefits

29. Collaborate with the Employee Benefits & Support Service Coordinator and other entities to ensure data received regarding employee benefits and deductions are accurate.
30. Mass update of employee benefits and deductions when needed.

Other

31. Assist with various research and/or special projects or reports.
32. Manage file retention, which includes active employees, I9's, termination files, etc.
33. 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.
34. Calculate monthly Air Force JROTC M.I.P. (Minimum Instructor Pay).
35. Maintain confidentiality of information.
36. Attend trainings to maintain current with job requirements.
37. Perform other duties as assigned by the Senior Human Resources Coordinator or designee.

Supervisory Responsibilities

38. In the absence of the Senior Human Resources Coordinator, provide guidance and decision making to department personnel.

EQUIPMENT USED

Computer, scanners, digital cameras, printer, telephone, copier, fax, shredder.

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, frequent 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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____