

Job Title: COORDINATOR, HUMAN RESOURCES
Reports to: Chief Human Resources Officer
Dept./School: Human Resources
Wage/Hour Status: Exempt
Date Revised: July 24, 2023

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
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, preferred
Administrative 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. Support the Chief Human Resources Officer for the purpose of assisting in the performance of their work activities.
7. Assist in the development recruitment and retention strategies for District personnel. Including recommending, scheduling, and attending job fairs.
8. Work with campus administrators to aide them in the selection process for employees.
9. Work with staff to ensure all employees have proper background screenings including employees, volunteers, and vendors.

10. Coordinate state and national criminal background checks utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements.
11. Maintain current knowledge of laws, rules, and regulations relating to issues of labor and employment including EEOC, ELSA, Title IX, and District Policy.
12. Inform the Chief Human Resources Officer of the employment status of personnel and any problem relating to or affecting staff.
13. Ensure all federal and state status applicable to equal employment opportunity and minority practices are carefully observed and practiced by all District staff.
14. Maintain records as required by the federal, state government, and board policies and assist in the preparation of reports.
15. Prepare and revise of all professional and paraprofessional job descriptions as well as job evaluation and classifications.
16. Assist in planning, facilitating and presenting staff development on topics of legal significance.
17. Assist with job assignments, reassignments, transfers, of professional/support staff including preparation of new hire and employee reassignment letters.
18. Monitor District vacancy and employment needs.
19. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices appropriate to the job assignment.
20. Review, monitor, analyze, report, and make recommendations for the improvement and ongoing effectiveness of Human Resources Department.
21. 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.
22. Demonstrate behavior that is professional, ethical and responsible, as well as serving as a role model for all District staff.

Certification and Licensing

23. 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.
24. 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.
25. Process SBEC permit applications and monitor certification status.
26. 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.
27. Serve as the point of contact for administrators, employees and applicants on certification issues.
28. Attend trainings to maintain current with job requirements.

Payroll and Budgeting

29. Input of new hire demographics with assignment, credentials and Board/Superintendent Approved Salary.

- 30. Export payroll data to the payroll department for each bi-monthly payroll.
- 31. Oversee and submit information required for processing auxiliary and para-professional employees to payroll.

Records, Reports, and Correspondence

- 32. Assist in analyzing data from exit interview.
- 33. Input demographic information to process background checks on prospective employees/substitutes/volunteers and maintain records.
- 34. Meet with all Applicants or Volunteers to resolve any background issues and discuss with Chief Human Resources Officer.
- 35. Meet with many applicants to answer questions regarding requirements for vacancies.
- 36. Obtain all documents necessary for fingerprint and schedule appointments and review results on all employees.
- 37. Maintain all fingerprint information and records.

Other

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

Supervisory Responsibilities

- 46. Supervise and provide guidance in the absence of the Chief Human Resources Officer.

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).

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:** _____