TITLE: HUMAN RESOURCES COORDINATOR

REPORTS TO: Central Office Administrators

QUALIFICATIONS:

- High school diploma
- Minimum of three years' experience in general or school office work
- Required criminal history background check and proof of US citizenship or legal resident alien status
- Knowledge of automated office equipment
- Ability to exercise discretion and diplomacy in dealing with confidential and sensitive matters
- Strong analytical, communication, organizational and human relations skills
- Strong proficiency in MS Word, Excel, Access, Publisher and Outlook and performs mail merge function in various programs
- Has knowledge of personnel software

JOB GOAL: To facilitate all activities and functions of the Human Resources Department

PERFORMANCE RESPONSIBILITIES:

Human Resources Report

- Collect all information and prepare Human Resources Report
- Send approval letters
- Create employee files and collect all required documentation
- Keep accurate list of vacant positions and new hires
- Keep accurate list of leaves of absence
- Print check register and profile for all employees leaving the district for permanent record book

Hiring Recommendations Paraprofessionals

- Distribute paraprofessional lists to building administrators for corrections/additions
- Place administrator paraprofessional information on HR Report

Employee Lists

- Maintain current employee lists (tenure, non-tenure, professional and support)
- Compile and keep current the active substitute list for all professional and support staff

Fall Report

- Distribute form to collect data for the personnel part of the fall report
- Collect and input data, then electronically file the personnel part of the fall report

New Personnel

- Place new personnel recommendations on HR Report
- Schedule appointments for employment paperwork (coordinate with payroll and health benefits)
- Issue new employee contracts
- Process all paperwork with county and state
- Coordinate with the business office and school personnel, to ensure that all preparations are complete for new employee arrival.

SearchSoft

• Act as system administrator for SearchSoft application system

Employee

Identification Cards

- Issue identification cards to new employees
- Issue replacement identification cards to employees as needed

Personnel Module

- Enter all new employees in the Personnel Module (demographic data, salary, experience, job information)
- Assist in the reclassification of, and salary guide placement for, professional staff members
- Assist in the preparation of seniority lists for professional and support staff
- As requested, verify employment for active and inactive employees
- Maintain and update all personnel data

Human Resources Webpages

• Maintain and update information provided on the Human Resources webpages

Contracts

• Issue, collect, and file all employee contracts

HUMAN RESOURCES COORDINATOR JOB DESCRIPTION

Provisional Teacher Program Process registrations, applications, required forms, formative and summative evaluations for novice teachers

Postings/Newspaper Advertisements

- Prepare and distribute all postings
- Prepare and fax all newspaper advertisements
- Prepare and place openings on district website, SearchSoft, njschooljobs and njhire

Job Descriptions

- Preparing job descriptions for approval of the Personnel Committee and Board of Education
- Maintaining approved job description binder
- Adding approved job descriptions to the shared folder

Tuition Reimbursement

- Process requests for approval for K-12 tuition reimbursement
- After completion of course, collect all required documentation and arrange for reimbursement to employee

District Directory

- Distribute to and collect from all employees the directory information forms
- Compile directory, print, collate and distribute directory to appropriate personnel

Elementary Principal Coverage

• Arrange administrative coverage for elementary schools when the principal is absent and there is no teacher in charge in place

TERMS OF

EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the Board of Education.

APPROVED: June 12, 2007