

**9.6.08****COORDINATOR OF HUMAN RESOURCES**

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**Reports To:** Assistant Superintendent

**Dept/Campus:** Central Office

**Wage/Hour Status:** Exempt

**Contract Length:** 240

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**PRIMARY PURPOSE/FUNCTION:**

Coordinate the district substitute teacher programs, worker's compensation, and unemployment. Assist with recruiting, interviewing, and the hiring of district staff. Be responsible for the job descriptions and appropriate appraisals of district staff. Coordinate all human resource (HR) services.

**QUALIFICATIONS:****Education/Certification:**

Bachelor's degree with specialization in Human Resource Management or Business Administration or other related fields

**Special Knowledge/Skills:**

Knowledge of personnel practices, hiring procedures, etc.

Ability to use personal computer and software to develop spreadsheets, databases, perform word processing

Proficient skills in typing, word processing, and file maintenance

Effective organizational, communication, and interpersonal skills

Patient and calm demeanor

**Experience:**

Two or more years of advanced secretarial experience with extensive contact with people

Prefer prior experience in personnel and/or employee benefits

The Board may find appropriate and acceptable alternatives to the above qualifications.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff; hold staff accountable for high performance; recognize excellence and achievement.

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5. Articulate a clear direction for all students; articulate a positive image of the school district and school district personnel.
6. Assist with the screening and selection of personnel.
7. Supervise the posting of vacancies and notification of applicants.
8. Chair various task forces on personnel-related matters.
9. Work directly with each school principal and/or supervisor on matters relating to personnel administration.
10. Receive, review, and process requests for transfers in accordance with board policy.
11. Conduct orientation programs for new employees.
12. Plan and implement a program for recruitment of personnel.
13. Assist with research pertaining to personnel, studies of staff characteristics, professional standards, and other pertinent projects.
14. Establish the minority recruitment team and submit the annual minority recruitment report.
15. Coordinate the placement of student teachers and college/university students who do field experience/internship activities.
16. Keep abreast of all requirements that govern alternative certification programs.
17. Conduct background checks of prospective employees through the Criminal Justice Information System.
18. Prepare and maintain statistical information of all personnel and submit the necessary statistical reports to the Board of Education, Arkansas Department of Education, and the Equal Employment Opportunity Commission.
19. Draft and administer district employment contracts.
20. Assist in the gathering of appropriate statistics that reflect personnel activity and function.
21. Review performance management forms for appropriate signatures and thoroughly check forms for completeness and accuracy.
22. Assess job-employee matches and recommend needed changes.

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23. Assist with the development of job descriptions for new staff positions and coordinate the periodic review and revision of existing job descriptions.
24. Inventory desirable job outcomes for the effectiveness of the district.
25. Serve as the district's contact person with all certifying agencies related to teacher certification.
26. Oversee the maintenance of employees' personnel files and other confidential files.
27. Maintain an updated application file of prospective candidates for all teaching, administrative, supervisory, and support positions.
28. Assist staff members in securing appropriate certification.
29. Collect appropriate personnel data that can be utilized throughout the HR department.
30. Establish and maintain a communication link with the Arkansas Department of Education licensure office.
31. Assist with facilitation of substitute trainings and orientations.
32. Work cooperatively with payroll and other HR staff to ensure accuracy of personnel records.
33. Assist in development of forms, processes, and procedures to ensure the smooth operation of the HR department.
34. Prepare correspondence, forms, and reports as assigned.
35. Attend workshops and seminars as necessary to remain informed on HR guidelines, leave policies, ADE regulations, EEOC requirements, etc.
36. Maintain strict confidentiality of information.
37. Be prepared to take initiative and work independently to accomplish the goals and needs of the HR department.
38. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
39. Other duties as assigned.

**EQUIPMENT USED:**

Computer, typewriter, printer, calculator, fax machine, copier

**WORKING CONDITIONS:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

**Physical Demands:**

Prolonged use of computer; ability to work with frequent interruptions; repetitive hand motions; ability to lift 50 lbs.

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Date Adopted: August 2, 2007

Last Revised:

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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, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date