

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Human Resources Coordinator

Location: Superintendent's Office

Job Group: Non-Union

Reports To: Superintendent

Summary: The Human Resources Coordinator is responsible for facilitating all key Human Resources functions and programs. This includes issues raised by employees and matters related to employment, compensation and benefits, labor negotiations, and employee relations. Works collaboratively to improve HR policies, processes, and practices, and recommending changes to administration.

Essential Duties and Responsibilities:

1. Administration

- a. Evaluates current personnel policies, procedures, and operational practices while balancing organizational interests and employee needs. May either: eliminate, modify, develop or implement changes to policies, procedures and operational practices.
- b. Initiates, communicates and manages changes in personnel practices that help create efficiencies, ensure compliance, improve communication, and increase service to the district.
- c. Develops systems for employee personnel records, in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment.
- d. Develops and updates appropriate forms for use in Human Resource administration.
- e. Supports the Superintendent in overall administrative efforts; interprets the ideas and decisions to staff and public; informs pertinent developments and events; and seeks counsel or decision as necessary.
- f. Attends and participates in school and board meetings, as necessary, to actively improve communication, cooperation, and planning.
- g. Reports periodically to the Superintendent the issues, concerns, conditions, and needs of the Human Resource department.
- h. Responds to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the district's Human Resource program.
- i. Serves as a resource to district personnel on matters not clearly covered by regulation, policy, or legislation.
- j. Engages in actively advocating, promoting, and securing the rights of all persons, with particular reference to the educational enterprise of which the coordinator is a part.
- k. Oversees, evaluates, supervises and/or directs the work of staff members who perform duties related to the Human Resource Department.

1. Oversee the tracking of actual Human Resource cost vs. budgeted and supports administrators with understanding their staffing cost and configurations.
2. Regulatory Compliance
 - a. Stays abreast of best practices in the field.
 - b. Assures compliance with various federal and state labor laws, regulations and postings.
 - c. Assures compliance with Board of Education policies and regulations.
 - d. Plans, develops, and revises personnel management policies in accordance with federal and state laws and regulations for submission to the Board for adoption. Keep employees abreast of policy changes.
 - e. Organizes, reviews, administers and assures compliance with the state criminal history background check mandates.
3. Communication
 - a. Designs job descriptions to effectively communicate job expectations and qualifications to applicants and employees.
 - b. Responsible for communicating personnel policies, procedures and operating practices to employees to assure consistency in administration and compliance.
 - c. Responsible for the development and dissemination of employment application, job postings, advertisements, and job offers which are legally sound. Provides applicants and potential applicants with information necessary to make informed employment decisions.
 - d. Maintains a respectful and effective working relationship with the Association leadership.
4. Employment
 - a. Plans and directs a program for selection and assignment of the best-qualified teachers and personnel.
 - b. Coordinates and oversees the development and updates of job descriptions designed to be an effective tool in recruitment, compliance, and communication.
 - c. Confers with principal/supervisors to determine recruiting needs. Balance district needs with district resources as approved by the voters.
 - d. Oversees the collection, tracking and dissemination of applicant materials.
 - e. Actively participates in efforts designed to attract individuals into the field of education in efforts to expand our pool of qualified applicants.
 - f. Monitors and tracks the licensing status of all certified staff. Assures all licensing requirements are met. Works with the superintendent to requests licensing waivers from the state as appropriate.
 - g. Participates in interviewing and screening committees as requested.
 - h. Assures compliance with ADA, EEO, and the Equal Pay Act related to hiring and employment.

5. Benefits

- a. Evaluates current practices and develops a system related to employee leaves, and oversee the tracking and reporting of leaves. Ensure compliance with master agreements.
- b. Certifies eligibility of employees for the district health plan, dental plan, life insurance plan, cafeteria plan, section 125 plan, income protection plan and other benefits.
- c. Works with the Board in establishing and maintaining benefits philosophy, goals and objectives.

6. Other duties as assigned by the Superintendent/designee.

Supervisory Responsibilities: Responsible for the overall direction, coordination, and evaluation of the Human Resource functions. Has full supervisory duties and responsibilities for the Human Resource staff. Responsibilities include: managing the interviewing, hiring, and training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's Degree in Business Administration, Human Resources or other appropriate discipline plus 4 to 6 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Experience should include supervisory and management experience.

Certifications, Licenses, Registrations: Valid Vermont Driver's License preferred.

Computer Skills and Experience: Advanced knowledge and experience with Microsoft Office. Ability to analyze data needs, and create, modify, and update databases and spreadsheets to provide efficient and accurate data.

Reasoning Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Communication & Interpersonal Skills: Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty and staff, administrators, applicants, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, faculty and staff, and outside agencies.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the Supervisory Union may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk, and hear. The employee must use hands and fingers to write or type. Specific vision abilities required by this job include close vision and distance vision. Some driving to various locations is

required. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. The position may require the employee to work irregular or extended hours, be directly responsible for the safety, well-being, or work output of other people, and to meet multiple demands from several people. Some travel is required. The employee must occasionally lift and/or move up to 50 pounds. Ability to effectively handle stressful situations and resolve conflicts.

Working Conditions: : The work environment characteristics described here are typical of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The job may be performed in an office or classroom setting.

Terms of Employment: 12 Months

Evaluation: Annual performance review by the Superintendent.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.