

Cape Girardeau Public School District No. 63
Job Description

Job Title: Human Resource Coordinator

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports To: Assistant Superintendent, Academic Services

Brief Description of Position:

Under general direction of the Assistant Superintendent, Academic Services, the Human Resource Coordinator is responsible for performing a variety of responsible and confidential duties involving the use of independent judgment in support of the day-to-day operations and activities of the Human Resources Department, including recruitment, selection and employment of District personnel; initiate, track and monitor the posting, advertising, and closing of job openings for District vacancies; assure compliance with established policies and procedures; assists in the supervision of clerical personnel and performs other related duties as required.

Required Qualifications:

- Bachelor's degree in Education, Business Administration, Organizational Management, or related field with an emphasis in human resources administration.
- Proficiency in Microsoft Office programs including Word, Excel and PowerPoint.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Ability to provide lead supervision for Human Resources Department team members.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Knowledge of employment practices, procedures, laws, and regulations
- Ability to work well under pressure.
- Ability to work independently on multiple assigned tasks/projects and complete assignments with specified deadlines.

Desired Qualifications:

- Master's degree or beyond in Education, Business, or Law
- Three or more years of experience in Human Resources
- Knowledgeable about District policies regarding employee issues
- Experience in educational setting

Essential Duties and Responsibilities:

- Provide guidance, coaching and mentoring Human Resources Department team members.
- Administration of TalentEd software
- Maintain timely and consistent communication with Administrators regarding vacant positions.
- Process qualified job applicant applications for Administrator review
- Processing of advertisements for job vacancies.
- Process notification to applicants not selected for interview and candidates not selected for hire.
- Prepare monthly new hire report for board meetings
- Maintain Human Resources website
- Responsible for the accuracy of job descriptions
- Understanding of employee academic records and certification requirements.
- Assist in new employee orientation.
- Complete and submit unemployment claims.
- Assist in developing, recommending and implementing human resources-related processes, procedures, and policies.
- Maintaining the updating and accuracy of District employee policies.
- Ensure compliance with administering the Family & Medical Leave Act, HIPPA, workers compensation and COBRA procedures.
- Maintain and revise forms such as applications, clearance forms, personnel action forms, and various Human Resources forms.
- Participate on the Salary and Welfare Committee and assist with the delivery of district health & wellbeing activities/programs.
- Act as the primary backup for the Payroll Specialist, as needed.
- Manage the effective utilization of Human Resources Information Systems (SISFin).
- Responsible for the annual preparation of all employee contracts and ensure that accompanying documentation is on file.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013