

Griffin-Spalding County School System

Title: Coordinator of Human Resources	Category: Administration
Job Details: 230 days/Exempt/Full-Time	Reports To: Executive Director of Human Resources
Application Deadline: November 11, 2022	Salary Schedule: Pay Grade: AS-20 / 230 Days

JOB SUMMARY

The Coordinator of Human Resources is responsible for the coordination of the operation of the Human Resources office to affect positive change and enhance programs and processes that promote the overall efficiency of the school system and maximize the educational opportunities available for all students.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Communicates openly with staff about system mission, vision, and goals
- Coordinates all aspects of Workers' Compensation program—including policy, notification, regulation compliance, reporting, decision making, settlement negotiations, board-approval of settlement authority, works with legal on strategic decision making, provides recommendations for medical panel, third party administrator and legal representation
- Assists with drafting policies and procedures affecting personnel for board approval
- Assists Executive Director of Human Resources with the development of the Human Resources Budget
- Supports all departments/schools in meeting goals defined by the school system
- Ensures that Professional Standards Commission rules and regulations are implemented and documented and reports offenses as required
- Coordinates staffing reports to support the process for allotting staff and other resources
- Reviews criminal records that are returned with a history and makes employment recommendations for all classified employees
- Collaborates with the Director of Leadership and Professional Learning to identify training needs for classified staff
- Maintains all employee handbooks
- Assists in tracking the annual evaluations for all employees
- Assists in the preparation of documentation and data relating to employment and legal issues
- Assists with the annual orientation program for new professional staff and benefits orientation for all personnel
- Responsible for initiating and collecting all certified contracts
- Coordinates training of substitute teachers and other categories of employees
- Coordinates and assists with investigations for various areas of system business
- Maintain adequate records of personnel
- Updates and maintains job district job descriptions as needed, but at least annually
- Serves as the point of contact in the absence of the Executive Director of Human Resources
- Provides training and presentations as needed
- Maintains prompt and regular attendance as physical presence on site is required.

SUPERVISES

- No supervisory responsibilities

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources or related field or a combination of education and equivalent experience in Human Resources.
- At least three years of related work experience is required.
- Exposure to and knowledge of Labor Law and employment equity regulations.
- Exposure to and knowledge of payroll practices.
- Full understanding of HR functions and best practices.

PREFERRED QUALIFICATIONS

- Human Resource experience within a public school setting
- SHRM-CP credential preferred or other professional credentials in Human Resources
- Master's Degree in related field

COMPETENCIES NECESSARY TO DO THE JOB

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Excellent customer service skills
- Ability to maintain emotional control in stressful situations
- Good knowledge of employment laws such as ADA, FLSA, FMLA, etc.
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated following the provisions of the Board's policy on evaluation of professional personnel.